**Blackbird Leys Parish Council
Small Grant Application Form**

**For grant awards between £100 - £500.**

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| **How to complete this form** |

Please read the guidance notes before completing this application form, your application needs to be clear and legible.

Once complete, please return via email clerk@blackbirdleysparishcouncil.gov.uk. or by posting to:

The Parish Clerk, Blackbird Leys Parish Council, Blackbird Leys Community Centre, Blackbird Leys Road, Blackbird Leys, Oxford OX4 6HW.

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| **Important information** |

If you need any support or help to complete your application, you can contact OCVA on 01865 251946 or email admin@ocva.org.uk

**** Please tick this box to confirm you have read the Guidance Notes.

**** Please tick this box if you are already in receipt of a parish council grant and there are no changes to your organisation’s structure.

**Completion of all information required on this form is mandatory.**

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| **1. Your details** |
| 1. **Name of your Group/Organisation**
 |  |
| 1. **Contact Name**
 |  |
| 1. **Correspondence Address**
 |  |
| 1. **Daytime telephone number**
 |  |
| 1. **Description of your group/organisation**

*Tell us how your organisation is managed/run.**Please give an outline of what your group/organisation do*. |  |
| 1. **How is your organisation/group funded?**
 |  |
| 1. **Who is your Treasurer?**
 |  |
| 1. **Should a grant be awarded please provide your bank account details for the funding to be paid into.**

**Funding cannot be paid into personal accounts.***Please enclose a copy of your recent accounts. If this is not possible please explain why.* |  |

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| **2. Your project** |

NB: ‘Project’ in this context can mean an event, a piece of equipment, or training etc.

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| 1. **Please tell us what you want to do with the grant.**
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| 1. **How will your project benefit The Leys Community?**
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| 1. **What groups of people do you hope your project will help?**
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| 1. **How many people do you think your project will benefit?**
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| 1. **How much money will your project cost in total?**

*Please give us a breakdown of the relevant costs. How did you get this figure? Please send copies of any quotes you may have* |  |

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| --- | --- |
| **Item** | **Cost** |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |

|  |  |
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| 1. **How much money do you need from Blackbird Leys Parish Council?**
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| 1. **What will you do if you do not get all of the grant you have requested from Blackbird Leys Parish Council?**
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| 1. **Which other groups / organisations are supporting your project, financially or otherwise?**

*If you have applied for or received funding from other organisations, please list them here.*  |  |

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| **3. Statement** |

**Statement**: I confirm that the information given in this Blackbird Leys Parish Council small grant application form is a true statement and that I am authorised to make this application on behalf of my group/organisation.

I give permission for my application and supporting papers to be sent to the members of Blackbird Leys Parish Council to be considered for a grant.

Name: Signed:

On behalf of (group/organisation name):

Date:

**Checklist:** Please ensure you have the following -

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| * A copy of the application form for your own records.
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| * A copy of your constitution, if you have one, or a statement of your aims and objectives.
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| * A copy of your recent accounts.
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| * 3 month’s bank statements or copy of your credit union account book.
* *Bank statements are to be no more than two months old.*
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| * Any other information or publicity which will support your application.
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Please note**:** Your application and grant may be delayed if you have not included all the information and attachments that we require.

1. **Permissions**
* From time-to- time we may want to share information with other grant giving and other relevant bodies, please tick this box to show you understand and agree to this.
1. **Contact details**

If you have any queries about the application form or grants process, please contact the parish clerk via clerk@blackbirdleysparishcouncil.gov.uk telephone 0778 304 3481.