



MELTON PARISH COUNCIL

GRANT APPLICATION

Name of Organisation	
Building Name and/or No:	
Street:	
Village:	
Town:	
Postcode:	
Telephone No:	
Email Address	
Purpose of Organisation:	
Contact Name:	
Position in Organisation:	
Contact Telephone No [if Different]	
Contact Email Address [if Different]	

Purpose of Grant Application

[Please set out in no more than 250 words why you are applying for a grant]

What will be the benefit to the people of Melton of your project?

What is the total cost of the project you are seeking a grant to help with?

£

By what date do you anticipate the project will be completed?

What is the level of the grant you are asking for from Melton Parish Council?

Signed:

_____ Applicant

Date:

NOTES:

1. The budget for grants is set by Melton Parish Council in January each year
2. The budget year in which the grant will be payable is the financial year 1st April to 31st March following the setting of the budget
3. Grants would normally be payable to organisations rather than individuals working for the benefit of the residents of Melton
4. Projects that the council would wish to support would normally be of a capital rather than a revenue nature
5. Grants to individuals will not be considered
6. All applications must be on the prescribed form, be in hard copy, either hand or electronically written and accompanied by a copy of the organisations latest approved accounts
7. Once the budget for any given year is expended no further applications will be considered
8. Applications would not normally be considered within three years of a previous successful application
9. As a general guide grants would not normally exceed £1,000 and in order to assist as many organisations as possible may well be substantially lower
10. All applications will be considered on their own merits but where there is a equality of merit the budget may be split equally between all applicants
11. The deadline date for applications is 30th September annually for the current the financial year e.g. for the financial year 1st April 2016 to 31st March 2017 the deadline date is 30th September 2016. Completed applications should be sent to the Clerk to the Council, Melton Parish Council, PO Box 323, Woodbridge IP12 9DQ, or via email to clerk@melton-suffolk-pc.gov.uk
12. Council will acknowledge receipt of an application by email
13. Finance, Employment and Risk Management Committee will consider all applications received by that date and make recommendations at their meeting in October.
14. The recommendations will be considered by Full Council at their meeting in November
15. Applicants will be allowed to attend the meetings of Committees and Full Council as these are held in public – however, they will not be allowed to speak in support of or comment on their application
16. All applicants will be advised of the decision of council by email following the meeting in November
17. Grants approved will be paid by cheque in the name of the applicant organisation at the beginning of December following the decision
18. The decision of Melton Parish Council on whether or not to approve a grant application will be final and no dialogue will be entered into over the reasons for the decision taken