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|  | MELTON  PARISH COUNCIL |

# GRANT APPLICATION 2023

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| **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]** |  |

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| **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?** |

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| **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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**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, 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 will not exceed £500 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 an equality of merit the budget may be split equally between all applicants
11. The deadline date for applications is 30th September 2023. Completed applications should be sent to the Clerk to the Council, Melton Parish Council, 17 Riduna Park, Station Road, Melton, Woodbridge IP12 1QT or via email to [clerk@melton-suffolk-pc.gov.uk](mailto:clerk@melton-suffolk-pc.gov.uk)
12. Council will acknowledge receipt of an application by email
13. Full Council will consider all applications received by the 30th September at their meeting held on 18th October 2023 and make a decision
14. Applicants will be allowed to attend the meeting of Full Council as this is held in public
15. All applicants will be advised of the decision of council by email following the meeting in October
16. Grants approved will be paid to the applicant organisation as soon as possible following the decision
17. 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

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