

**Littlemore Parish Council**  
**Small Grant Funding 2018-2019**  
**For applications up to and including £500**

Please complete all sections of this form

**Your details:**

Name of organisation: .....

Project Name: .....

Email address: .....

Contact name (person responsible for the application): .....

Position in organisation: .....

Postal Address.....

Postcode: .....

Contact telephone number: .....

What is the total cost of your project? .....

How much funding is being requested from Littlemore Parish Council? .....

**Organisation details:**

Is your organisation a registered charity? (Yes/ No) if yes please provide charity number  
.....

If no, describe the type of organisation (e.g. community group, youth organisation etc.):  
.....

How many people are involved in running your group?

Management Committee: ..... Volunteer helpers: ..... Paid staff: .....

Where and when and how frequently does your organisation meet?.....  
.....

How long has your organisation been running?.....

**The project or activities you are planning**

Please describe what it is you wish to do with grant funding (maximum of 200 words):  
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How do you know that there is a local need for your project/ activity? .....

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.....

Where will your project/ activity be delivered? .....

How many people will benefit?.....

What outcomes do you hope to achieve? .....

.....

How will you know that your project has been successful? .....

What information will you collect to evidence community benefit? .....

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.....

**Financial details of your organisation**

Bank name ..... Sort Code.....Account No: .....

Does your organisation have any reserves? (Yes/ No) .....

If your reserves are more than your annual income, what are they reserved for? .....

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.....

Are you requesting Part or Total funding for your project?.....

**Other income sources for your project:**

Income/ Funding source	Application Submitted Yes/ No	Date when you expect decision	Amount £

**Details of Costs of your project:**

Please list expenditure items needed for your project (e.g. room hire, volunteer training, equipment etc.). Your costs should add up and total the same as your income mentioned above.	Amount £
<b>Total</b>	

**Declaration:**

Please tick the above box to confirm that you are authorised to submit this application on behalf of your organisation, that the information given is true and that any additional documentation submitted is accurate and adopted or approved by your organisation.

In signing this form you give permission for the content to be held in accordance with the Parish Council's Privacy Policy.

Date..... Name in block capitals.....

Signed.....

**Checklist of additional documents you also need to send to us:**

- A copy of the organisation's Constitution or Aims and Objectives
- A copy of the organisation's signed accounts for the previous financial year
- A copy of a bank statement (dated within 2 months of the application)
- An equal opportunity statement
- A safeguarding policy and confidentiality or data protection policy if working with children, young people or vulnerable adults.

**Please send your application together with the additional documentation to:**

[clerk@littlemoreparishcouncil.gov.uk](mailto:clerk@littlemoreparishcouncil.gov.uk)

or

Richard Wilkins,  
Clerk to the Council  
Littlemore Parish Council,  
The Oxford Academy,  
Sandy Lane West,  
Littlemore,  
Oxford,  
OX4 6JZ.