



2026

WOOTTON PARISH COUNCIL GRANT APPLICATION



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Bedfordshire
MK45 3PJ

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Version History

Version	Reviewed at	Approved at
Version 1.00	Annual Meeting of Wootton Parish Council on 28 th May 2014	Annual Meeting of Wootton Parish Council on 28 th May 2014
Version 1.00	Annual Meeting of Wootton Parish Council on 20 th May 2015	Annual Meeting of Wootton Parish Council on 20 th May 2015
Version 1.00	Annual Meeting of Wootton Parish Council on 11 th May 2016	Annual Meeting of Wootton Parish Council on 11 th May 2016
Version 1.00	Annual Meeting of Wootton Parish Council on 10 th May 2017	Annual Meeting of Wootton Parish Council on 10 th May 2017
Version 1.00	Annual Meeting of Wootton Parish Council on 9 th May 2018	Annual Meeting of Wootton Parish Council on 9 th May 2018
Version 1.00	Annual Meeting of Wootton Parish Council on 15 th May 2019	Annual Meeting of Wootton Parish Council on 15 th May 2019
Version 1.00	Annual Meeting of Wootton Parish Council on 5 th May 2021	Annual Meeting of Wootton Parish Council on 5 th May 2021
Version 1.00	Annual Meeting of Wootton Parish Council on 11 th May 2022	Annual Meeting of Wootton Parish Council on 11 th May 2022
Version 1.00	Annual Meeting of Wootton Parish Council on 17 th May 2023	Annual Meeting of Wootton Parish Council on 17 th May 2023
Version 1.00	Annual Meeting of Wootton Parish Council on 8 th May 2024	Annual Meeting of Wootton Parish Council on 8 th May 2024
Version 1.00	Annual Meeting of Wootton Parish Council on 14 th May 2025	Annual Meeting of Wootton Parish Council on 14 th May 2025
Version 1.00	Annual Meeting of Wootton Parish Council on 13 th May 2026	Annual Meeting of Wootton Parish Council on 13 th May 2026

To be reviewed at each Annual Council meeting.

GRANT APPLICATION

Name of Organisation: _____

(If applicable, previous name of organisation: _____)

Correspondence address:

Name: _____

Address: _____

Postcode: _____

Telephone number

Daytime: _____

Evening: _____

Your position in organisation (if applicable): _____

1. Nature of your organisation or the activity for which you are seeking funding:

2. List the aims and objectives you wish to pursue with the aid of a grant:

3. When was the organisation formed:

4. (a) Is your organisation a registered charity: YES/NO

If yes, provide Registered Charity Number _____

- (b) Is your organization part of, or affiliated to, any national organization: YES/NO

If yes, please give details:

5. Number of members within the organization or how many people are involved in the activity:

Wootton residents

non-Wootton residents

Adult: _____

Junior (Under 18): _____

If your organisation is not membership based, please give details of the number of people you work with/provide services for and how many are resident in Wootton:

6. Briefly describe the project or purpose for which you are making this application:

7. Describe how the project/activity does or will benefit the residents of Wootton:

8. Total amount of grant requested: £ _____

9. Total cost of the project/activity £ _____

10. List below itemized expected expenditure, e.g.

Equipment cost: £ _____

Hiring fees: £ _____

Others (please list):

_____ £ _____

_____ £ _____

_____ £ _____

_____ £ _____

11. Please indicate how you have arrived at the cost detailed in section 10 above. E.g. quotations

12. If the total cost is more than the donation you are seeking, do you already have the balance available:

YES/NO

If NO, please indicate how you intend to raise the balance and how long it is expected to take:

13. Have you previously received, or applied for, a grant from Wootton Parish Council:

YES/NO

If YES, please give details of amount(s) and the year(s):

14. Have you received, or been promised, grant aid from any other source towards this project/activity:

YES/NO

If YES, please give the following details

Organisation	Purpose	Date Rec'd	Amount
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15. Please give details of your own fundraising efforts:

16. Total funds raised to date for this project/activity: £_____

17. Please give details of any reserve funds allocated to this or any other project:

18. Please add any further information in support of your application (additional literature, leaflets or recent annual reports may be enclosed with the application):

19. Cheques/payments to be made payable to:

20. (a) How many signatories are required to sign your organisation's cheques: _____

(b) List the authorised signatories:

Name: _____

Position: _____

Name: _____

Position: _____

Name: _____

Position: _____

DECLARATION

I/We declare that I/we have read and accept the Guidance Notes and Conditions of Funding and that I/we have answered all questions fully and truthfully. I/we also declare that any grant made will be used solely for the purpose(s) outlined in this application. I/we understand that Wootton Parish Council reserves the right to reclaim the award in the event of it not being used for the purpose specified.

Name (BLOCK CAPITALS): _____

Signed: _____

Position: _____

Date: _____

DOCUMENTS TO SEND WITH YOUR APPLICATION

The following documents **MUST** be submitted with the application:

(i) A copy of your organisation's Constitution.

(ii) Copies of your organisation's audited or independently examined accounts and balance sheet for the past two financial years, **together with up-to-date statements of any current and investment bank account balances if the audited accounts are for a period ending more than six months prior to the application date.**

(iii) In the case of a newly formed organisation, a budget and business plan.

When completed, this form together with supporting documents should be sent to the Clerk to the Council – contact details on cover page.