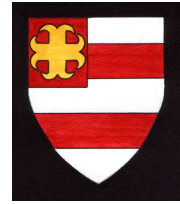


CGP Kirkby Ireleth Parish Council Trust Fund

Application Form



Group Name / Organisation: _____

Contact Name: _____

Contact Number: _____

E-Mail Address: _____

Correspondence Address: _____

Post Code: _____

Is your organisation a registered charity? Yes / No

If yes, what is your registered charity number? Charity Number: _____

Please tell us about your project / event:

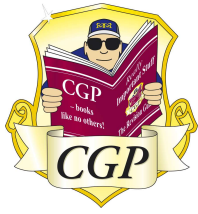
How will the funds be used and who will benefit from this:

When does the project start, or event take place? _____

When do you need the funds for? _____

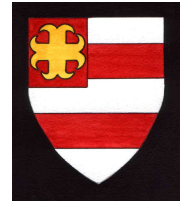
Is this a one-off project / event? Yes / No

If no, please give further details: _____



CGP Kirkby Ireleth Parish Council Trust Fund

Application Form



What is the total cost of this project / event? £ _____

What amount are you applying for from us? £ _____

If you are applying for less than the total costs of the project / event, how will you fund the remaining amount?

Please provide any other relevant information to support your application, including anyone else that you have applied to for funding and the result:

Please provide the following information in relation to your bank account:

Account Name: _____

Bank Name: _____

Account Number: _____

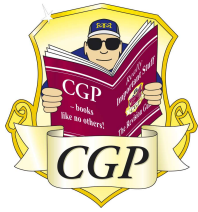
Sort Code: _____

Please read the Application Terms carefully overleaf, in relation to Supporting Documentation as without the correct information your application cannot be considered:

Please detail what supporting documentation you have attached:

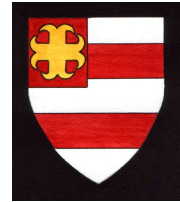
Have you included a breakdown of your costs: Yes / No

If no, why? _____



CGP Kirkby Ireleth Parish Council Trust Fund

Application Form



Agreement:

I / we agree that:

- 1) The information contained within this application is correct, factual and a true representation.
- 2) The correct supporting documentation required, as stipulated within the Application Terms, is enclosed and is correct, factual and a true representation.
- 3) Any funds awarded by the Trust Fund under this application will be used solely for the purposes detailed overleaf.
- 4) I / we will be required to submit final costs, invoices, and proof of purchase for any funds awarded by the Trust Fund under this application within six months of the award of the grant and that any unspent or unaccounted for funds must be returned within that six-month period or on request.
- 5) The application is made in accordance and understanding with the Application Terms detailed overleaf.

Signature(s) and Role(s):

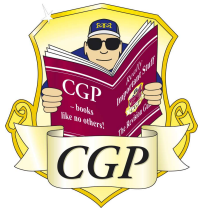
1 st Applicant	Signed: _____	Role: _____
	Print: _____	Date: _____
2 nd Applicant (If applicable)	Signed: _____	Role: _____
	Print: _____	Date: _____

Once complete, please submit your application and all supporting documentation to:

Gary Grieve
Chairman - Kirkby Ireleth Parish Council
Ivy Cottage
Wall End
Kirkby-In-Furness
Cumbria
LA17 7UJ
E-Mail: gary@kirkbyirelethpc.org.uk

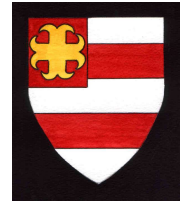
T: 07789486757

Please note the preferred method of communication for the Trust Fund is by e-mail, however if you need assistance or support, please do not hesitate to contact on the above telephone number.



CGP Kirkby Ireleth Parish Council Trust Fund

Application Form



Application Terms

- 1) Applications will only be considered upon receipt of a fully completed application form supported by full cost breakdown and supporting financial documentation.
- 2) Applications will be considered in a timely manner; it is recommended that all applications are submitted in reasonable time to prevent delays.
- 3) Applications will only be considered for groups and organisations who are based or reside within the Parish of Kirkby Ireleth.
- 4) Upon receipt of your application, you will receive an acknowledgement and estimated date when your application will be considered by the Trustees of the Trust Fund.
- 5) All applications are considered at a formal meeting of the Trustees of the Trust Fund, who are all members of Kirkby Ireleth Parish Council. Trustees meet separate to the Parish Council and there is no right of an applicant to be present at such meeting.
- 6) Once your application has been considered you will be notified of the result in writing and of applicable arrangements made to remit any amounts awarded to you.
- 7) All funds awarded must only be used for purposes detailed within the application, any unspent funds or unaccounted for funds must be returned to the Trust Fund.
- 8) In all cases, Trustees will work proactively with applicants to support their application. All applications will be attended to in a confidential manner.

Supporting Documentation:

- 9) To support your application, you are required to submit a full breakdown of the costs of your project / event, regardless of the amount you are applying for.
 - a. If your application is for any project or event that does not include the purchase of capital purchases, such as upgrading, maintaining, or purchasing physical assets such as property, buildings, equipment, and technology you must submit a full breakdown of your estimated costs and who any services will be provided by.
 - b. If your application is for a project or event that **DOES** include the purchase of capital purchases, such as upgrading, maintaining, or purchasing physical assets such as property, buildings, equipment, and technology then you will be required to submit two separate estimates for these items up to a value of £1000 and over £1000 three separate estimates will be required.
- 10) In all cases, and within six months of the award of your grant you will be required to submit your final costs, invoices, and proof of purchase. Any funds that are unspent or unaccounted for will be required to be returned to the Trust Fund.