

Puddletown Area Parish Council
Grant Awarding Policy & Form— Adopted May 2025

APPENDIX A – SMALL GRANT APPLICATION FORM

N.B.

1. *Personal data will be redacted before this form is published.*
2. *This form is for grants up to £500; for awards over this amount please use the Large Grant Form.*
3. *To avoid delays in processing your application, please take time to read the Grant Awarding Policy before submitting your form and make sure to attach all additional information that we have requested.*
4. *Please ensure your application is submitted in plenty of time: we cannot pay for project costs that you have already incurred*

Contact Details

Applicant Name	Maggie Sharrad
Applicant Address	
Organisation Name	Community Library in Puddletown
Organisation Address (if different to above)	Puddletown Village Hall, High Street, Puddletown, DT2 8RX
Organisation Type	Community Library
Contact Telephone Number	
Contact Email Address	

About your Project

Project Name	Heating Controls
What specific purpose are you seeking funding for?	To install programmable clocks to the heaters
Why do you want to carry out this project?	By programming the heating to come on and off at preset times, the library will be warmer and more comfortable during library opening hours
How do you know it is needed?	The library is very cold in winter and takes time to warm up when the heating is switched on at opening time
Who will benefit and what difference will it make?	It will benefit library users and volunteers alike and will encourage people to use the library more
Proposed timing of the project / spending of the money. (Start / End date)	We would like to get the controls fitted before winter 2027

Payment Details

All grants are paid by BACS. Please give your organisation BACS details below (we cannot make payment into a personal or business account).

Bank Name	
Account Number	
Sort Code	
Name as it appears on the bank statement	Friends of Puddletown Library

Puddletown Area Parish Council – Registered Office: 34 Egmont Road, Poole Dorset BH16 5BZ
Tel: 01202 670105, website <http://www.puddletownareaparishcouncil.co.uk>,
email: clerk@puddletownareaparishcouncil.gov.uk, Facebook <https://www.facebook.com/PuddletownAPC>.

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Finance

What is the total cost of your project and how have you arrived at that cost? (Please include quotes where applicable)	£110. Quote attached
How much money are you applying for?	£110
What other funding opportunities have been identified? (Include details of internal fundraising and external grants. Also include details of any in-kind support, such as people giving their professional skills or time for free)	No other funding applied for
If you are awarded all grants will there, be a shortfall? if so, how much?	No shortfall
How will any potential shortfall during the project be addressed?	we dont expect a shortfall but if this did occur we would use some of the libraris limited reserves

Supporting Information

For Small Grants of up to £500, applicants are required to submit:	Tick if enclosed
A written statement of how the grant is to be used.	☐ Yes
A copy of the organisation's written rules, constitution, or other governing document must be provided with the application. These documents shall be current and properly authorised.	☒ Yes
A copy of their latest annual accounts/latest bank statement/balance sheet OR (for new groups) an income and expenditure plan for their first year of operation.	☒ Yes
A copy of the organisation's Public Liability Insurance to the value of at least £1 million.	☒ Yes

Declaration

By submitting this funding application, I confirm:	
That I am authorised by the group to apply for grant funding.	☒ Yes
That this application complies with Council's grant funding criteria.	☒ Yes
That the group agrees to provide a report after 6 months of any award being made as a condition of funding.	☒ Yes
The application is accompanied by all supporting documentation listed in Section D.	☒ Yes
That any unspent monies shall be returned to Council.	☒ Yes
Should this organisation be discontinued, funds up to the value of this grant will be returned to the Parish Council.	☒ Yes

Send this completed form with accompanying documents (e.g. quotes) to the Parish Clerk via email:
clerk@puddletownareaparishcouncil.gov.uk

If you have any queries or require any help completing this form, please contact us in the first instance

Signed.

Print

Date

Margaret Anne Sharrad

25/1/26

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