

Newport Parish Council Grant Application Form

When completed please return this application form to: Mr Alan Barker, Clerk and Responsible Officer to Newport Parish Council. Email address: clerk@newportpc.org.uk

1. Your organisation/group	
Name of organisation/group	
How long has the organisation/group been in existence? established	
Contact name	
Position in organisation	
Address for correspondence	
Tel Number	
Email address	
2. Details and purpose of your organisation	
Brief description of your organisation/group's aims/ purpose	
Describe the main activities of your organisation/group. (If you are a new organisation/group, provide details of the activities you plan to undertake).	
Describe how the local community benefits/will benefit from your organisation/group.	
Is your organisation a registered charity? If so, please provide the charity number.	
3. About the project/event	
Name of organisation/group	
What is the total cost of the event/project?	
How much is this grant application for?	
How much of the total cost of the event/project will be provided by your organisation/group?	
Have you received or applied for funding from any other source for this project?	
Please describe how residents of the Parish of Newport will benefit from the event/project.	
4. Financial Details	
Do you receive funding from other sources and if so who?	
Please supply financial records, as per guidance notes including balances of reserves.	

If you have previously received a grant from Newport Parish Council, please give details.	
---	--

Please complete the following declaration

I declare that the information provided is correct and agree to adhere to the Terms and Conditions of Newport Parish Council's Grants Policy.

I accept the conditions in Newport Parish Council's Grants Policy.	On behalf of:	
Name:	Signed:	Date:
Position or title in organisation/Group:		

If the person signing this form is under 18, an adult organisation member must countersign it here:

Please note completion of this form does not mean that a grant application will be successful in part or whole.

Newport Parish Council Grants Policy Guidance Notes

Who can apply?

- Local community groups, voluntary organisations and sports/recreational clubs, all must be of a non-commercial nature.
- All grant applications must be seen to be of benefit to all, or some residents of Newport Parish.

How can the grants be used and how are they decided?

- Grants can normally only be used for capital projects or annual commemorative/community events or festivals, and not for revenue support.
- Normally only one grant per organisation/group will be given in a Council financial year.
- An application will be considered and approved or rejected at a full meeting of Newport Parish Council. The decision of members of the council is final.

When and how should an application be made?

All applications are subject to available budget and agreement of the Parish Councillors. They will need to be received by the Clerk at least 7 days working days before a full Parish Council meeting. (Meeting dates can be found on our website www.newportpc.org.uk). In rare circumstances an additional precept may be needed and will have to be decided before the annual precept application is forwarded to East Riding of Yorkshire Council. In these circumstances an application for a grant will need to be made by the 30 November before the precept required for the next financial year is decided by the parish council.

What is required with the application?

- Full and complete copies of your signed, certified, and audited accounts for the last two years, if your organisation/group has been in existence for that period of time, plus bank statements for the last 3 months. These should also be signed by a member of your organisation, indicating their position held.
- A detailed budget plan and supporting evidence.
- A copy of your organisation/group's Constitution, Terms of Reference or Rules.
- Evidence of other funding towards the project, e.g., the organisation/group itself, lottery funding and/or other funding bodies.

IMPORTANT - PLEASE READ THE TERMS AND CONDITIONS BEFORE MAKING YOUR APPLICATION FOR A GRANT.

Should any of these conditions not be met it could result in the award being withdrawn, the grant having to be repaid and future grant applications being refused.

Reviewed 12.05.26 – Minute ref 2026 05 05 and approved for inclusion on the website.