

Application for financial assistance from Meldreth Parish Council

- The following form should be completed by individuals / groups seeking funding from Meldreth Parish Council.
- The Council is assisted by Meldreth Futures Working Group (Futures).
- Please ensure you read all guidance notes before submitting your application. These are available at www.meldrethfutures.org.uk or from the Parish Clerk.
- Once completed, please submit applications by e-mail if possible to admin@meldrethfutures.org.uk. Alternatively, they may be delivered to the Parish Clerk, Parish Office, Sheltered Housing Centre, Elin Way, Meldreth, SG8 6LT. There is post box outside the building for use if the Parish office is closed.
- Once received, applications will be considered by Futures, with such reviews considering factors such as quality, appropriateness and community benefits. If it is felt that further information or clarification is required these enquiries will be made by Futures.
- Supplementary evidence eg photographs and contractor's estimates may be submitted to support applications.
- Please note that Futures meet every two months and meeting dates can be found on the website www.meldrethfutures.org.uk.
- Futures will pass all applications to the Parish Council, who will take a decision in each case, following which you will be notified by the Parish Clerk.
- If funding is released by the Parish Council it is **essential** that the following points are adhered to:
 1. Funding **must** be spent on the item(s) requested.
 2. Funding **must** be spent within two months. If this is not possible the Parish Clerk **must** be informed within this time period.
 3. Receipts **must** be presented to the Parish Clerk to enable auditing of community funds.
 4. The Parish Council may require funds to be returned if it is deemed money has been spent inappropriately.
 5. Photographs will be requested for publicity eg inclusion on our website or in Meldreth Matters.
 6. A report must be presented by the individual or a group representative at the next Annual Parish Meeting.

Project Name	
Date of Application	
Contact name	
Name of organisation (if applicable)	
Relationship to organisation (if applicable)	
Number of members (if applicable) Address	
Post Code	
Tel Number	
Email	
Funding purpose	
Who will the funding benefit and how?	
Amount requested	
Is this an estimate or fixed request? (If contractors are required please provide 3 estimates)	
Date funding is required by	
Have funds been sought elsewhere? If so please indicate from whom, amount requested and if they have been approved.	
Date of completion	

