



# DUDDON PARISH CGP TRUST FUND APPLICATION FORM

1. *Name of organisation*.....

Contact person.....

Telephone number.....

Address for correspondence.....

.....

.....

Fax:

E-mail:

2. Is the organisation a registered charity? Yes/No\* (delete as appropriate) If yes, Charity Number.....

3. Please tell us about your project.....

.....

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4. Why do you need this grant and who will benefit?.....

.....

.....

5. When does the project start?.....

6. What is the total cost of the project?.....

How much are you applying for?.....

Is this a completely new project? Yes/No

Is this application for a once only cost? Yes/No

7. If you are applying for less than the full project costs, how will you find the rest of the money?.....

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8. Please tell us who else you have applied to and the results of other funding applications.....

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9. Please tell us what you hope to achieve as a result of this project (outcome).....

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10. Is there any other information you wish to give?.....

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.....

11. NAME ON BANK ACCOUNT.....

ADDRESS OF BANK.....

BANK ACCOUNT NUMBER.....

12. Please enclose copies of the following documents (*if applicable*)

- a. Constitution/Rules
- b. Membership/Fees
- c. The last Annual Report
- d. Audited accounts financial statement and  
A copy of latest bank statement
- e. 2 Estimates and breakdown of project costs

**WE AGREE THAT**

- 1. THE INFORMATION IN THIS APPLICATION IS CORRECT**
- 2. THE GENERAL CONDITIONS OF GRANT ACCEPTANCE ARE ACCEPTABLE**
- 3. WE WILL COMPLETE AND RETURN A PROJECT COMPLETION FORM WHEN REQUESTED**

**SIGNATURE(S):**

**Chairperson** \_\_\_\_\_ **Treasurer** \_\_\_\_\_

**Secretary** \_\_\_\_\_ **Date** \_\_\_\_\_

**PLEASE RETURN TO:**  
**Ms Christine Adams,**  
 Browfoot Cottage,  
 Kirkby in Furness,  
 Cumbria, LA17 7XH

**Telephone: 01229 889319**  
**Email: duddonclerk@btinternet.com**  
**Please contact us if you require further information**

**A GUIDE TO FILLING IN AN APPLICATION FORM FOR GRANT AID**  
**FROM DUDDON PARISH CGP TRUST FUND**

Groups ,organisations and individuals are invited to apply to the Duddon Parish CGP Trust Fund for grant aid. The fund is available to those needing financial assistance for example, but not limited to:

- Improving recreational facilities which are open to all residents
- Funding local events.
- Repair and improvement of local facilities and public areas.
- Assisting in welfare projects for local residents

**Name and No. of bank account** – Please enter the name the cheque is to be made out to if your application is successful.

**Signatures** – We cannot process your application unless the form is signed

**Bank statement and accounts** – We need to see the most recent accounts and bank statement (if applicable)

**Estimates** - We need to see estimates for the items you are applying for (if applicable). Photocopies are acceptable.

*It is very important that you enclose as much information as possible to ensure your application is dealt with quickly. This saves us having to write to you to request bank accounts, estimates etc.*

**Some other points to note:**

- Grants will only be given to organisations/individuals/groups etc. who reside within the boundary of Duddon Parish
- We aim to process grant applications within eight weeks of receipt
- When your grant application has been processed and a decision made, we will contact you by letter
- You must spend the money on the items specified on your application
- After 6 months we will send you a ‘Project Completion Form’. Please fill it in and return it along with copies of relevant invoices
- If you cannot spend the money or if items cost less than specified we will ask you to return the balance
- 1:10 grants are audited on a random basis