

# Small Grant Application Form

Please complete this form as clearly as possible.

Section A Organisation Details		
1	Name of Organisation	<b>Bembridge Flower Festival</b>
2	Name, address and status of contact (their role within your organisation)	<b>Mrs Lisa Jessel,</b> [REDACTED] Bembridge.  <b>Organiser</b>
3	Telephone Number  Email Address	[REDACTED]  [REDACTED]
4	Is your organisation a registered charity? If yes, please provide charity number.	<b>NO</b>
5	Briefly describe your organisation's activities. Please include your aims and objectives and tell us how long your organisation has been in existence.	<b>The Flower Festival has been running for several years. It is organised by various village people who come together to produce a 3 day festival open to the whole island. It is free to enter, but donations left are for the Friends of Holy Trinity for the benefit of the village.</b>

<b>Section B Project Details</b>		
1	Please briefly describe the project, scheme or service for which this grant is intended.	<b>This year the theme is BEMBRIDGE LIFE. We are looking to attract all Bembridge groups and charities to join in and make a display reflecting them and allowing them to advertise themselves for membership or further funding. We are hoping to be able to offer up to 10 groups, £25 each to go towards their costs.</b>
2	Who will benefit from the project?	<b>All village charities or groups.</b>
3	Approximately how many of the people who will benefit are parishioners?	<b>All will be parishioners.</b>
<b>Section C Funding Details</b>		
	Amount of grant requested.	<b>10x £25 max.</b>
	Please provide an itemised breakdown of the expenditure for this funding request.	<b>For flowers or other materials to make a display.</b>
	If the total cost of the project is more than the grant request, how will the shortfall be raised? Please include all other sources of funding you have secured or applied for.	<b>Shortfall is being raised by fund raising letters being sent to every business in the village.</b>
	If your organisation has previously applied for a small grant from Bembridge Parish Council, please provide details of the project, date and amount received.	<b>NO</b>

<b>Section D Additional Information</b>		
1	Please use this section to provide us with any further information you feel is important to the consideration of your claim	<b>The Flower Festival does not have a constitution or set of rules. It does not have a bank account. All monies raised go as a donation to the Friends of Holy Trinity who are actively fund raising to repair the church clock tower.</b>
2	<p>Checklist</p> <p>In order to consider your claim for a small grant the following materials <b>must</b> be submitted to Bembridge Parish Council with this completed form.</p>	<input type="checkbox"/> A copy of your organisation's constitution / set of rules <input type="checkbox"/> A copy of your bank statement or recent accounts <input type="checkbox"/> A copy of any quotations as specified in section C1

### **Declaration**

I certify that, to the best of my knowledge, all the information I have given in this application is correct and understand that any grant awarded and used for any other purpose than that detailed in this application or unused within 6 months must be returned in full to Bembridge Parish Council as set out in the Application Guidelines.

<p>Signed</p> <p>Name (in capitals)</p> <p>Position in Organisation</p> <p>Date of Application</p>
---

**Please return completed forms to:**

Julia Shorrocks  
 Clerk to the Council  
 Parish Council Offices  
 5 Foreland Road  
 Bembridge  
 Isle of Wight  
 PO35 5XN

Or by email to: [clerk@bembridgepc.org.uk](mailto:clerk@bembridgepc.org.uk)