ALPINE PRESBYTERY

 GRANT APPLICATION FORM

|  |  |
| --- | --- |
| Parish / Person’s Name |  |
| Contact Person |  |
| Postal Address  |  |
| Telephone |  |
| Email |  |
| Date and resolution of the Session / Parish Council *(if applicable)* *– Please provide a copy of the minute signed by two office bearers.* |

Fund: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Are you applying elsewhere for this grant? Yes/No**

**If so, where and for how much** …………………………

--------------------------------------------------------------------------

(to which you are applying)

Grant Amount Sought $ \_\_\_\_\_\_\_\_\_\_\_\_\_

**Project**

|  |
| --- |
| Title: |
| Brief Description: |
| Main Objectives: |
| What will be the outcome/how does this ‘project’ fit with your parish mission plan?What will you use the funds for?  |
| How will you know the outcome has been achieved? |

**Financial**

|  |  |  |
| --- | --- | --- |
| Total Cost of Project:  $……………… | Funds in Hand:  $……………… | Amount sought $……………… |

# Who is responsible for the parish finances?

|  |  |
| --- | --- |
| Name:  | Position: |

# Please attach copies of a:

 Budget for the project

 Copy of the audited accounts of the applying body.

 Deposit slip for bank account, into which the grant money is to be paid if a grant is approved.

 The minuted resolution of Session / Parish Council

 Any other relevant supporting documentation

# Signed by Applicant or / on behalf of the Applicant

|  |  |  |
| --- | --- | --- |
| **Name:**  | **Signature:** | **Position:** |

**The essential information needs to be provided on this application form so that it can serve** **as a stand-alone document. Successful applicants will be required to account for the spending of the grant.**

**Please forward this application to:**

**The Executive Officer**

**Email:** **executiveofficer@alpinepresbytery.org**

# Presbytery Endorsement *( For Presbytery use only )*

 This application has been received and assessed by the ……………..…………………………………………..

**Checklist to be completed for compliance**.

* The project is in line with the Presbytery Strategic Framework and Parish Mission Plan
* The project outcome specified in the application is achievable
* The applicant has the capability to complete the project
* We have endorsed the application by formal resolution on ……………………………

**Comments**:

**Recommended Grant**

 $ ……………………

Signed: Position