

## DO - Neighbourhood Planning - Grant Acceptance Form

### Introduction

#### Neighbourhood Planning - Grant Acceptance

Please ensure you read all sections fully before completing and submitting the form. We will contact you within 10 working days of receiving your submission to confirm payment or request additional information.

You must provide all of the information requested. We will not be able to authorise grant payments until satisfactory information has been provided.

To navigate between the pages you can click on the numbered chevrons above or click the next button at the bottom of the page

If you have any questions please contact your Grants Officer at Groundwork UK via email at [neighbourhoodplanning@groundwork.org.uk](mailto:neighbourhoodplanning@groundwork.org.uk) or phone on (0121) 236 8565. Thank you.

### Organisation Details

#### 2. Organisation Details

This form should be completed by the organisation that will directly receive the grant payment. Unincorporated neighbourhood forums cannot receive funds directly, and must nominate an incorporated organisation to hold the grant on their behalf and act as the accountable body.

#### **Name of organisation who has been awarded funding**

Clifton Hampden and Burcot Parish Council

#### **Your Grant Reference Number**

NPG-11377

**Is a third party acting as an accountable body and holding the funds on behalf of the applicant organisation?**

Unincorporated forums need to nominate an accountable body to hold the grant.

No

#### **Name of organisation holding the funds**

If an accountable body is being used their name should be entered here:

Clifton Hampden and Burcot Parish Council

#### **Name of your organisation's legal name as it appears on your governing document**

Clifton Hampden and Burcot Parish Council

If there is any difference between your organisation's legal name and name as it appears on your bank or building society account, please explain why.

If you have any queries about this please contact us on 0121 236 8565



The organisation holding the grant (lead organisation or fund holder) will need to provide us with their most recent annual financial accounts. The type of accounts we need will depend on the type of organisation you are:

- A new organisation may only be able to provide a document showing management accounts to date and projected income and expenditure.
- From an organisation with income less than £25,000 we would expect to receive a basic document highlighting income and expenditure and any balance sheet items.
- From an organisation with income over £25,000, but less than £1 million we would expect to receive accounts that have been reviewed by an appropriately qualified person (this is not deemed an audit). We would expect this to be a slimmed down version, but still similar to the accounts that a large organisation produces. Audited accounts will be needed if total assets (before liabilities) exceed £3.26 million and the organisation's gross income is more than £250,000 .
- From an organisation with income over £1 million we would expect to receive externally audited accounts. This is likely to be a reasonable-sized document with a detailed Trustee or Directors report and notes to accounts.

**Please upload your most recent annual financial statements/ audited accounts here:**  
The thresholds above are based on the accounting requirements for Charitable Organisations:

[Clifton Hampden Audit.pdf](#)

**Groundwork UK will notify you when we make a grant payment. This will be in the form of a remittance advice note. As Groundwork UK is an environmental charity and we aim to save paper wherever possible; our remittance advices are sent by e-mail.**

**Please provide us with an e-mail address where you would like your remittance advice to be sent.**

**Please make sure you type this correctly.**  
clerkatcliftonhampden@gmail.com

## Supporting Information

### 4. Supporting Information

**Please provide details of at least two of your bank account signatories below. Please provide home addresses; at least two signatories must live at separate addresses. The maximum number of signatories you can record is three, so if your account has more signatories than this, please just provide the first three.**

**Bank Account Signatory Name 1**

Chris Neil

**Bank Account Signatory Name 1 Address**

Post Office and Stores, High Street, Clifton Hampd

**Bank Account Signatory Name 1 Email Address**

[REDACTED]

**Bank Account Signatory Name 1 Phone No**

[REDACTED]

**Bank Account Signatory Name 2**

Jaqi Mason

Bank Account Signatory Name 2 Address

[REDACTED]

Bank Account Signatory Name 2 Email Address

[REDACTED]

Bank Account Signatory Name 2 Phone No

Bank Account Signatory Name 3

Bank Account Signatory Name 3 Address

Bank Account Signatory Name 3 Email Address

Bank Account Signatory Name 3 Phone No

### Acceptance

#### 5. Grant Acceptance

Where applicable, please confirm that the applicant organisation has current public liability insurance

Yes

Please tick this box to confirm you have read the following statements:

- I have read, understand and Accept the Terms & Conditions of the Grant Offer
- I have read and understand the Privacy Notice (Appendix 2 of Grant Offer Letter); know how my data will be used and my rights.

Yes

We would like to contact you with details of future funding opportunities and information on other areas of Groundwork's charitable work, by post, email or telephone.

If you agree to being contacted in this way, please tick the relevant boxes below

### Declaration

#### 6. Declaration

Organisation's declaration and permission for bank or building society verification  
**This should only be completed by an appropriate representative of the organisation. For example Chair, Chief Executive or person of similar authority.**

I confirm that I am duly authorised to complete this form on behalf of the organisation receiving the grant and that the information given is correct.

**I have provided details of the authorised signatories and have attached the governance documents requested in the grant offer letter.**

**I will notify Groundwork UK if any of these details change and understand that grant payments may be affected if I do not.**

**I authorise the bank or building society named to verify the details given in this form if they are asked to do so by Groundwork UK.  
I understand that the bank or building society may make a charge to the account shown for doing so and agree to accept that charge.**

Yes

**Name of Person Completing Declaration**

Anne Davies

**Position in Organisation**

Parish Clerk

-----Original Message-----

From: Neighbourhood Planning Programme Team <mailuk@grantapplication.com>

Sent: 17 April 2020 09:50

To: [REDACTED]

Subject: Neighbourhood Planning Programme - NPG-11377 - NDO

Dear [REDACTED]

Thank you for confirming your acceptance of our grant offer NPG-11377 and for providing information for our due diligence checks. Your grant payment has been approved and your bank account should be credited within 3-5 working days.

Once your project is complete, we will require confirmation of grant expenditure and a project progress update. Please note that you are required to keep all evidence of spend of the grant, however only invoices over £1,000 will need to be provided to us. Further details can be found in your grant offer letter. We will contact you again over the coming months to let you know what information you need to provide via our online management information system.

The Grant must not be used for any other purposes other than to further your Project. If there are changes to your planned activities then you must obtain Groundwork UK's approval in writing prior to entering into any agreement to purchase support or additional items.

In the meantime, should you have any queries regarding your grant, please do not hesitate to contact us. We would like to take this opportunity to wish you good luck with your project!

Kind regards

Groundwork UK

Neighbourhood Planning Programme Team

