

## Parish Clerk

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**From:** Groundwork - Gifts <mail@grantapplication.com>  
**Sent:** 09 August 2024 08:27  
**To:** Parish Clerk  
**Subject:** Groundwork UK Requirement Form Submission - Gifts Programme Management System

Thank you for your submission. Your requirement form has been submitted successfully to Groundwork and the tracking number is 155295.

Please note it may take up to 10 working days to assess the information you have submitted.

For your records, here is a copy of the contents of your requirement form.

This is an automated email, please do not respond.

## Neighbourhood Planning - Grant Acceptance Form

**Thank You! Your Requirement/Report has been submitted successfully. A confirmation email will be sent to you, which will include a copy of your form. Please look out for this email and if you do not receive it, please check your Junk Folder.**

### 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. The full accountable body guidance can be found [here](#).**

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

Beaudesert and Henley-in-Arden Joint Parish Council

**Your Grant Reference Number**

NPG-14073

**Grant Amount Awarded £**

10000.00

**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:**

Beaudesert & Henley in Arden Joint Parish Council

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

Beaudesert & Hneley in Arden Joint 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**

**Are you a registered Company or Incorporated Charity?**

No

**Please provide your Company or Charity Registration Number**

**Please can you confirm that the governance documentation allows the organisation to act as an accountable body for the applicant. Please tick below to confirm,**

Yes

**If you are a Parish/Town Council, please attach a copy of your group's Standing Orders or Code of Conduct**

**Standing Orders/Code of Conduct**

**For Parish/Town Councils ONLY**

JPC-STANDING ORDERS-10011.pdf

**Financial Details**

**3. Financial Details**

**Please supply the bank account details for the nominated account you wish us to pay your grant into**

**Name of Bank or Building Society**

Lloyds Bank Limited

**Account Name**

Beaudesert & Henley in Arden Joint Parish Council

**Sort Code**

**Must be 6 digits**

309826

**Account Number**

**Must be 8 digits**

00335801

**Building Society Roll Number (if applicable)**

**Bank or Building Society Address**

**Please provide a copy of your most recent bank statement. This should be the bank statement from the account you wish the grant to be paid. We cannot accept bank statements unless they include the name of the account holder, account number, sort code and the date of the statement. Statements must be dated within three months of the date you were sent your grant offer letter.**

**Bank Statement**

2024\_July\_Statement (3).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.**

clerk@henley-in-arden-pc.gov.uk

## **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.**



These details help provide addition assurance in our fraud risk assessment and those listed may be contacted to verify information provided by other members of the group/organisation

**Bank Account Signatory Name 1**

Ray Evans

**Bank Account Signatory Name 1 Address**

37 High Street Henley in Arden B95 5AA

**Bank Account Signatory Name 1 Email Address**

clerk@henley-in-arden-pc.gov.uk

**Bank Account Signatory Name 1 Phone No**

07990515305

**Bank Account Signatory Name 2**

Wendy Andrews

**Bank Account Signatory Name 2 Address**

32 High Street, Henley in Arden, B95 5AN

**Bank Account Signatory Name 2 Email Address**

Cllr Andrews <cllr.w.andrews@gmail.com>

**Bank Account Signatory Name 2 Phone No**

07712441264

**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  
Email

## 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**

Ray Evans

**Position in Organisation**

Clerk to the Beaudesert & Henley in Arden Joint Parish Council