



WORKING
FOR THE
WHOLE PARISH

Commuted Sums Project Initiation Document

Please complete all the **yellow boxes** and return to: clerk@embsaywitheastby-pc.gov.uk

Date of Request:				
Organisation Name:				
Parish name:		Embsay with Eastby		
Name:				
Role:				
Email:				
Phone:				
Location of Project/ Site name:				
Project Title:				
Description of project: Please briefly outline the specific works intended and the outcomes that will be achieved				
Provisional start date:				
Provisional completion date:				
Amount of Commuted Sums funds requested for project:	£	Net project cost:	£	
		VAT (if applicable):	£	
		Total project cost:	£	
<p>Funds requested for VAT are only payable to organisations which are not VAT exempt or unable to reclaim VAT. If your organisation <i>does</i> pay VAT please ensure that you only request the Net cost. If your organisation <i>does not</i> pay VAT please fill in the applicable box above.</p>				
If planning permission is required has this been received?		Yes	No	N/A
If other permission is required (e.g. Parish Council) has this been received?		Yes		
Confirmation that three quotes for each element of work are submitted.		Yes	No	N/A
Confirmation that photos have been sent of the project area prior to work commencing.		Yes	No	N/A
<p>Upon receipt of a completed Project Initiation Document, 3 quotes for each element of work and 'before photos' we will reply to tell you whether your project has been approved.</p>				
<p>Payment will not be made for projects that have been already completed without prior approval.</p>				