



**HEATHFIELD AND WALDRON PARISH COUNCIL**

**GRANT APPLICATION FORM**

**IMPORTANT:** please read the grant application guidance notes before completing this form

Name of Organisation.....

Contact  
Person.....Email.....

Address.....

.....Tel No.....

**About Your Organisation**

Briefly explain its aims and objectives.....

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.....

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Are you a registered charity? YES/NO      If yes, charity number: .....

Are you a commercial or non-profit making organisation? .....

**Membership Details**

How many Members do you have? .....

How many are Juniors? .....      Age Range .....

How many are Seniors .....      How many are Disabled .....

How many reside in this parish? .....

**About the Grant**

What is the grant to be used for?.....  
.....  
.....

Sum Requested £..... Total Cost of Project £.....

What other sources of funding have you investigated and what amounts have been raised?

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How will you fund the project if this application is unsuccessful .....

**Additional Information**

Please give here any additional information which you feel to be relevant .....

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**Bank Details**

If successful, where possible the grant will be paid by BACS.

Name of Bank Account

Account Number

Sort Code

Date ..... Signed.....

## Grant application form – Guidance notes

1. The Parish Council, when considering grants, will give priority to groups and organisations who can demonstrate that other fund-raising efforts have been made.
  2. Please note: Parish Councils are not allowed to give grants for ecclesiastical buildings.
  3. Grants will generally only be given towards specific items of expenditure – i.e. equipment or capital projects.
  4. Grant applications must be accompanied by either audited accounts, or a business plan if a new organisation or group.
  5. Grants will not normally be given to commercial or national organisations, statutory bodies or groups from outside the parish unless there are identifiable benefits to residents of the parish.
  6. If successful, you may only use your grant funds for the purposes stated in the application form and you will be asked to complete and return a grant monitoring form.
  7. You are invited to attend the Finance and General Purposes Committee meeting at which your grant will be considered and you will be given the opportunity to speak to the Committee about your application.
  8. If successful, where possible your grant will be paid by BACS. Please supply details of your bank account name, number and sort code where indicated.
  9. Unless there are exceptional circumstances, only one grant in any financial year will be awarded to an organisation or local group.
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For Office use

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