

# GRANT APPLICATION FORM

Deadline 31<sup>st</sup> March and 30<sup>th</sup> September each year  
Please refer to Grants Procedure Notes before completing this form.



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|--|-----------------------------|
| Name of organisation making the application:               |                             |
| Name of person to whom correspondence should be addressed: | Address for correspondence: |
| Position within the organisation?                          | Post Code:                  |
| Email:   | Daytime telephone number:   |

|   |           |                                 |            |
|---|-----------|---------------------------------|------------|
| Details of organisation and its aims or activities  |           |                                 |            |
| Amount of grant requested £   |           | Total cost of project or item £ |            |
| Details of staff employed:  |           | Salaries:                       |            |
|   |           | £                               |            |
|   |           | £                               |            |
| How many are:   |           |                                 |            |
| Committee/Board   | Employees | Members/Users                   | Volunteers |
| What is the Grant for and who will benefit? (Give details of the specific project or item to be funded) |           |                                 |            |
| How will the people of Hamble benefit from the grant?   |           |                                 |            |
| Have you applied to any other body for a grant towards this project? (If yes, please give details)      |           |                                 |            |

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| Amounts already donated or granted by other bodies?  |   |  |
| How else do you raise income? (Give details of subscriptions, fund-raising, contributions "in kind" etc) |   |  |
| What age groups do you cater for?  | Total Membership:<br><br>How many Hamble parishioners belong to the organisation? | Are you a registered charity, if yes please provide your number? |

|   |  |
|---|--|
| Cash in hand available £  | Annual Income £  |
| Total amount raised last financial year by fundraising?<br>(other than grant applications)<br><br>£ | Level of reserves:<br><br>Unallocated £<br><br>Allocated £ |

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| Is anyone in your organisation (Senior staff/ Trustees/Directors) related to any councillor or employee of Hamble le Rice Parish Council?<br><br>No / Yes    If yes, please provide name(s) and state relationship |
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I declare that any grant awarded will be used solely for the purposes outlined in this application. I understand if the grant is not used for the specified purpose Hamble le Rice Parish Council reserve the right to reclaim the grant funds.

I will ensure a report detailing the disbursement of the grant funds will be send to Hamble le Rice Parish Council within 12 months of the awarding of any successful grant funding.

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| Signature of Responsible Adult (eg Chairman, President, Leader)<br><br>Date: | <b>For Parish Council of Hamble-le-Rice use only</b> |
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**You must attach the following to your application:**

- Copy of last year's audited accounts
- Estimate or costings for project or item(s) to be financed by the grant
- Minutes of your last AGM
- Current Constitution or Rules.
- Equality Policy