

GRANTS TO VOLUNTARY ORGANISATIONS APPLICATION FORM

PROJECT TITLE _____

Please read the PPC Grant Awarding Policy before completing this form.

If you need assistance in completing this document, or require any further information, please contact Mrs Helen Myers, Clerk to Pirbright Parish Council at:

Telephone number 07485 411214

E-mail: clerk@pirbright-pc.gov.uk

Organisation Details

Name of organisation:

Registered Charity No (if applicable):

Contact Name:

Position within the Organisation:

Address for correspondence:

Telephone:

E-mail address:

Please outline briefly the aims and objectives of your organisation:

Please state the purpose for which the grant is required:

Please give details of how the project will benefit the residents of the Parish:

Estimated number of residents who will benefit from the grant:

Project Budget

Please supply a breakdown of the costs of the project:

Item	Cost	VAT	Total
Total project costs	£	£	£

Who will be carrying out the project?

Is the complete project to be carried out by a contractor or will a proportion be carried out by volunteers? Please give details.

Total amount of grant requested from Parish Council £ _____

Alternative funding sources

Please state from where the remaining funding is being sought (if applicable)

Funding Source	Amount applied for	Application Outcome (or date when will be known)

Please state any other relevant information in support of your application:

Details of previous grants awarded by Pirbright Parish Council

Has your organisation previously received a grant/s, during the last three years, from Pirbright Parish Council? If so, please give details:

What do you estimate will be the major sources of funding for your organisation for the year that the grant will be required: (e.g. own fundraising, Government grant, other local authority grant etc.)

Please express the amount of grant requested as a percentage of your estimate income for the year in which it is required: _____ %

Supporting documentation required

A range of supporting information helps the Council to assess your application in detail. Please therefore enclose a copy of each of the following if possible:

Latest available Annual Report

Latest available Statement of Accounts

A copy of your organisation's constitution or set of rules

Please bear in mind that this application and all supporting information will be available for inspection by all councillors and members of the public as specified under the Freedom of Information Act (excluding information redacted under the Data Protection Act 2018 in respect of GDPR).

Thank you for completing this form.

Finally, please complete the Declaration below.

DECLARATION

I hereby certify that, to the best of my knowledge, the information supplied in, and attached to, this application is correct.

I understand that, if successful, I will be required to confirm that any grant monies have been spent only in accordance with the purpose outlined within this application.

In making this application I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.

If this application is approved, I confirm that the organisation will abide by any monitoring arrangements (including the adoption of Risk Management policies if required) specified by the Council and outlined in the PPC Grant Awarding Policy.

Signed: _____

Date: _____

Name (please print): _____

Position in Organisation: _____

Please return the completed form to the Parish Clerk, Pirbright Parish Council, The Parish Meeting Room, The Green, Pirbright, GU24 0JE
Email: clerk@pirbright-pc.gov.uk

Please ensure that all sections have been completed and all attachments enclosed to ensure that your application can be processed.

Policy Adopted: January 2023
Policy Review date: January 2024