

Grant Application Form

*Please read Haslingfield Parish Council’s (the Council) Grant Policy before completing this form. Please complete this form online. If you have any problems completing the form digitally, please contact the Parish Clerk.*

*Applications will only be considered if accompanied by your most recent examined accounts and your group’s constitution.*

***PLEASE DO NOT CHANGE THE FONT OR COLOUR OF THE TEXT ON THE FORM.***

Your Organisation

**Please provide the following information about your organisation:**

**Name of Group/Organisation:** Click or tap here to enter text.

**Charity Number (if applicable):** Click or tap here to enter text.

**Address:** Click or tap here to enter text.

**Contact Name:** Click or tap here to enter text.

**Position:** Click or tap here to enter text.

**Email:** Click or tap here to enter text.

**Telephone:** Click or tap here to enter text.

**Description of the Group/Organisation’s activities, including aims and objectives:**

Click or tap here to enter text.

**How long has the Group/Organisation been in existence:** Click or tap here to enter text.

**Do you have a ‘Parent’ or ‘Umbrella’ organisation?** Choose an item.

**Is there an annual subscription/membership fee?** Choose an item.

**How many members do you have:** Click or tap here to enter text.

Application

**Please provide the following information about your grant application:**

**Brief description of project/activity:** Click or tap here to enter text.

**Who will benefit from the grant:** Click or tap here to enter text.

**What number are Haslingfield residents:** Click or tap here to enter text.

**Total cost of project/activity**: Click or tap here to enter text.

**Total grant applied for:** Click or tap here to enter text.

**If the total cost of the project is greater than the grant applied for, please provide information on how the difference will be funded:** Click or tap here to enter text.

**If you have unspent balances in your bank account, please confirm why you need this grant:** Click or tap here to enter text.

**Please provide an itemised breakdown of the expenditure for the project this money is being applied for. Please include evidence by means of quotations, price lists, etc. where possible.**

|  |  |
| --- | --- |
| **Item** | **Cost** |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| **Total** | Click or tap here to enter text. |

**Have you made any application for grants to any other body for this project?** Choose an item.

**If Yes, please give details:** Click or tap here to enter text.

Previous Application

**Has your organisation previously applied for a grant from this Parish Council?** Choose an item.

**If YES, please provide details of the project and the date and amount of grant received if any. Was the project completed?** Click or tap here to enter text.

Additional Information

**Please use this space to enter any further comments you wish to make to support this application.**

Click or tap here to enter text.

Financial Situation

**All applications must be accompanied by the following financial information.**

* **A copy of your latest approved statement of Income and Expenditure or other financial report which indicates your financial position, and**
* **A statement of your capital assets, if any.**

**What is the end date for your latest examined accounts?** Click or tap here to enter text.

**Income Analysis (from all sources)**

|  |  |
| --- | --- |
| **Earned Income** | Click here to enter text. |
| **Grants** | Click here to enter text. |
| **All Other Income** | Click here to enter text. |
| **Total Income for the year  (as shown in your Accounts)** | Click here to enter text. |
|  |  |
| **Expenditure** |  |
| **Staff Expenditure** | Click here to enter text. |
| **All Other Expenditure** | Click here to enter text. |
| **Total Expenditure for the year  (as shown in your Accounts)** | Click here to enter text. |
|  |  |
| **Surplus or Deficit** |  |
| **This year’s surplus** | Click here to enter text. |
| **OR This year’s deficit** | Click here to enter text. |
| **Last year’s surplus** | Click here to enter text. |
| **OR Last year’s deficit** | Click here to enter text. |

Confirmation and Declaration

I declare that the information given is correct to the best of my knowledge and that any funds received will be used for solely for the purpose detailed on this form.

I understand that the documentation supplied will not be returned and may be made available for public scrutiny.

I agree that the grant will be returned if the specified project cannot proceed to a satisfactory conclusion.

I agree that, if successful, details of the project may be published by the Council.

I agree to supply a report back to the Council within 3 months regarding expenditure of any grant funding.

I confirm that I have authorisation to apply for a grant on behalf of the organisation.

I understand that the information provided on and with this application form will be used by the Council to judge whether or not to award a grant and that this decision may be made at a meeting which is open to the public.

I confirm that I have read and understood the Grant Policy adopted by Haslingfield Parish Council.

I confirm that I am happy for the Council to retain this application form and the personal data contained within it, in order to process the grant application. I understand that data will be held securely and not passed on to any third parties. I am aware that the Council’s Privacy Notice and policies are available to view on its website.

**Completed by:** Click or tap here to enter text.

**Date:** Click or tap to enter a date.

**Please return to the Parish Clerk, Haslingfield Parish Council** [**clerk@haslingfieldparishcouncil.gov.uk**](mailto:clerk@haslingfieldparishcouncil.gov.uk)**.**

If you have any queries, please contact the Clerk on 07365 223426 or by email.

Date approved by HPC: March 2023, contact details updated July 2025