

# 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.



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)			

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:  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? (other than grant applications)  £	Level of reserves:  Unallocated £  Allocated £

Is anyone in your organisation (Senior staff/ Trustees/Directors) related to any councillor or employee of Hamble le Rice Parish Council?  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.

Signature of Responsible Adult (eg Chairman, President, Leader)  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