

### **GRANT APPLICATION FORM 2023-24**

Applications must comply with the Council's grants policy detailed overleaf.

Applications for 2023-24 may be submitted at any time and will be considered by the Council at the earliest opportunity.

1	Name of Organisation	
2	Your name	
3	Your position in the organisation	
4	Address for correspondence	
5	Telephone number of contact	
6	Email address	
7	For what purpose or project is the grant requested?	
8	Who will benefit from the project and how?	
9	Approximately how many of those who will benefit are residents of Finchampstead Parish?	
10	Amount of grant requested	£
11	What is the total cost of the above project?	£
12	If the total cost of the project is more than the grant requested, how will the balance be financed?	
13	Have you applied for a grant for the same project to another organisation? If so, which please provide details	

**PLEASE ENCLOSE A COPY / EXTRACT OF YOUR ORGANISATIONS  
LATEST ACCOUNTS WITH THIS APPLICATION.**

Please attach other supporting information or continue on a separate sheet.

## **Declaration**

I apply for grant aid on behalf of \_\_\_\_\_

I declare that:

- I have noted the conditions under which grants are made.
- I confirm that the organisation I represent will abide by the conditions.

I undertake, on behalf of the organisation, that any grant (or part thereof that Finchampstead Parish Council may determine) will be repaid if:

- The organisation is found to be in breach of the conditions applied to the grant.
- The grant is not used for the purpose(s) for which it was awarded.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

If your application is successful, please indicate the name a cheque should be payable to, or provide bank details for electronic payment	
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**Please return this form, your latest accounts and any other supporting information, to:**

Finchampstead Parish Council  
FBC Centre, Gorse Ride North, Finchampstead, Berkshire RG40 4ES  
Tel: 0118 908 8164 Email: [clerk@finchampstead-pc.gov.uk](mailto:clerk@finchampstead-pc.gov.uk)

### **FINCHAMPSTEAD PARISH COUNCIL GRANTS AND DONATIONS POLICY**

1. Requests from groups and organisations must be made on a Grant Application Form which should be completed in full.
2. The purpose of a grant should bring direct benefit to the Parish or its residents. The number of residents who will benefit should be specified.
3. Requests will not be considered from organisations operating outside the Parish unless the service they provide significantly benefits the Parish and / or its residents, and evidence of this is provided.
4. Under exceptional circumstances the Council may consider applications which do not meet the above criteria.
5. All organisations should supply a copy of its latest annual accounts /a financial statement showing the organisations income, expenditure and level of balances.
6. All organisations must be prepared to submit additional financial and / or other information, and / or to attend a meeting of the Parish Council or the Finance and General Management Committee if requested.
7. Requests will not be considered from individual Finchampstead residents but will be considered from sponsoring bodies.
8. Requests for sums over £1000 may be approved but payment deferred until the following financial year (April 2020) to enable provision to be made for funding.
9. The Parish Council will not commit to ongoing expenditure.
10. Applicants must agree to details of the grant awarded being released to local media by the Parish Council.
11. All organisations receiving a grant should acknowledge the support of the Parish Council in any publicity and promotional activities.
12. The Parish Council reserves the right to monitor the way in which grants have been spent and to recover the grant if the organisation ceases to operate or if the Council deems the grant has not been used for the purpose specified.