**Westbourne Parish Council Grant Scheme**

**Application Form**

Please fill in all sections.

Please complete this application form with details of your proposal if you would like to be considered for a grant from Westbourne Parish Council.

It is appreciated that not every proposal will fit into the structure of the form, but please complete the form as far as possible and provide any additional relevant information on an attached sheet.

When completed, please return this application form by email to clerk@westbourne-pc.gov.uk or in writing to Clerk to Westbourne Parish Council, PO Box 143, Emsworth, PO10 9DX.

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| **1. Your organisation** |  |
| Name of organisation and address |  |
| Contact name |  |
| Position/role in organisation |  |
| Contact address  |  |
| Telephone number |  |
| Email address |  |
| **2. Details of organisation** |  |
| Brief description of your organisation’s activities/aims. |  |
| Does your organisation have members and, if so, how many?  |  |
| Are meeting and events open to members of the public? |  |
| What percentage of the members/people who attend your events are from the village of Westbourne? |  |
| Is your organisation run by a committee? |  |
| Is your organisation a registered charity? |  |
| **3. Purpose of organisation** |  |
| Please describe how the local community benefits from your organisation. |  |
| **4. About the project** |  |
| Please provide details of the proposed activity, event, equipment or project for which you are applying for a grant. |  |
| In what way will the local community benefit? |  |
| What is the total cost? |  |
| How much is the grant application for? |  |
| How will the rest of the cost be financed? |  |
| Have you received or applied for funding from any other source? |  |
| If you have received a grant from Westbourne Parish Council in the last three years, please provide details. |  |
| Will the project still be able to go ahead without financial support from the Parish Council? |  |

**Supporting information**

Please provide as much supporting information as possible to allow the Parish Council to determine priorities. The following is required:

* A completed application form.
* Any relevant supporting information required as per the application form.
* Full details of the project or activity.
* A copy of their last year end accounts and demonstration of a clear need for funding.
* Evidence that the organisation has sought funding from elsewhere and is not asking the Parish Council to be the full donor.
* A business or project plan.
* A copy of their constitution or details of their aim or purpose.
* The number, or percentage, of members that belong to the organisation and that live within Westbourne Parish.
* Details of any restrictions placed on who can use/access their service.
* Evidence that the project actively promotes equal access for all.
* Details about the impact of your project.
* Three quotes, if applicable, to show best value for money.

Organisations will normally be expected to have clear written aims and objectives, a written constitution, and a separate bank account controlled by more than one signatory.

Where additional information is required in order to consider the grant application, applicants may be invited to meet with members of the Parish Council to further discuss the application, prior to the grant being determined by Full Council.

**Application deadlines**

Community Chest grants (small grants) will be considered by the Parish Council during the financial year. Applications for funding that is greater than is available through the Community Chest scheme will be considered by the Parish Council on a case by case basis. Applications should be received by **1 November in the year preceding the funding requirement**. The grant will be planned into the budget of the next financial year and awarded in the April.

**Please complete the following declaration**

I declare that the information given is correct, and agree to adhere to the conditions laid out in Westbourne Parish Council’s Community Chest Grant Policy.

On behalf of ………………………………………………………………………………………………….. I accept the conditions in Westbourne Parish Council’s Community Chest Grant Policy.

Signed: ……………………………………………………………………………… Date: …………………………………

Position in organisation: ………………………………………………………………………………………………….

If the person signing this form is under 18, it must be countersigned by an adult member of the organisation

Signed: ……………………………………………………………………………… Date: ………………………………..

**Please note, completion of this form does not necessarily mean that a grant application will be successful in part or in whole.**

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| --- |
| Date of meeting at which the application was discussed: ……………………………………Grant agreed/refusedAmount: ……………………..Chairman: ……………………………………………… |