



**HUGHENDEN PARISH COUNCIL**  
**GRANT APPLICATION FORM**

NAME OF ORGANISATION	NUMBER OF MEMBERS
<b>Official/Registered Address of the Organisation</b>	
<b>Address to which correspondence should be sent if different from above</b>	
<b>Contact details of person completing this application</b>	
Contact Name	
Position Held	
Daytime telephone number	
Email address	
When was your organisation established	
<b>What is the legal status of your organisation? one of the following</b>	
<b>Please tick</b> a) Unregistered voluntary or community organisation b) Registered Charity in England or Wales c) Waiting to be registered as a Charity d) Charity recognised by HMRC in Scotland or Northern Ireland e) Exempt/exempted Charity registered in England or Wales	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Registered Charity No (if applicable)	
<b>PROJECT</b>	
Project Description	

Project Background

Project benefits in relation to Hughenden Parish, its residents and visitors

Total cost of the project

£

Grant requested

£

**EQUAL OPPORTUNITIES**

Equal Opportunities seek to help all people receive fair and equitable access to the services our organisation provides. The Council has a legal duty to provide equally whether on ground of race, disability, age, gender and other grounds where good relations and the elimination of discrimination can increase opportunities.

Does your organisation have an equal opportunities policy?

**YES**

**NO**

If **yes**, please enclose a copy

**FINANCIAL INFORMATION**

**You must include an extract of your organisation's latest annual accounts with this application**

If your accounts show a one off or accumulated surplus, please state how much and what you plan to spend it on

If your organisation has financial reserves, for what purpose are they held?

If your reserves or surplus are more than the amount of the grant you want, please explain why you are making this application.

#### **TERMS AND CONDITIONS**

1. Grants must be spent within one year of the award
2. The grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose of the application. However, if a group wishes to change the purpose of the grant they must seek approval by writing to the Council who will consider whether or not to approve the change
3. Organisations are responsible for ensuring their compliance with all applicable legal and statutory requirements
4. Successful applicants may be required to provide the Parish Council with a report on how the funds have been used, and the outcomes of the funded activity
5. Successful applicants are required to acknowledge the contribution made by the Council in all promotional activity relating to the application, and any websites belonging to the organisation
6. Only one application per year will be accepted from any organisation
7. If a project does not proceed as planned, the council would expect the grant to be returned
8. If the grant is requested for a specific item, proof of purchase should be available if subsequently required by the Parish Council

**DECLARATION**

Please read the following declaration carefully and sign it.  
I accept the terms and conditions will be attached to any funding received.  
All the organisation’s promotional material will acknowledge the support of Hughenden Parish Council. If the Council logo is to appear on your literature, assistance on correct usage can be obtained from the Parish Council on 01494 715296 or email [clerk@hughendenpc.org.uk](mailto:clerk@hughendenpc.org.uk)

**Signed** ..... **Name** .....

**Position within organisation** .....

**Date** .....

**Signed** ..... **Name** .....

**Position within organisation** .....

**Date** .....

Hughenden Parish Council is a data controller under the Data Protection Act. We hold information for the purposes specified in our nomination to the Information Commissioner and may use this information for any of them. We may get information about you and others, or we may give information to them. If we do, it will only be as the law permits, to check the accuracy of information, prevent fraud, detect crime or to protect public funds.

**Please send your completed application form together with:**

- Annual Accounts Statement
- Equal Opportunities Statement

If you require assistance in completing the application form or submitting the supporting information, please contact the Clerk to the Council:

**Shona Hadwen, Hughenden Parish Council, Council Offices, The Common, Great Kingshill, HP15 6EN. Tel: 01494 715296 Email: [clerk@hughendenpc.org.uk](mailto:clerk@hughendenpc.org.uk)**

**Additional Comments**

**For office use only**

<b>Date Received</b>		<b>Meeting Date</b>	
<b>Decision Date</b>		<b>Award Made</b>	