Charlton Horethorne Parish Council
**Grant Application Form 2021-22**

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| 1. **About the applicant**
 |
| Name |  |
| Position |  |
| Address |  |
| Email |  |
| Telephone |  |
|  |
| 1. **About the organisation**

If a new applicant, please attach the Constitution, Membership of Trust, Board or Governing Body where applicable, Accounts and recent Minutes where available. If you have previously received a grant, please provide recent accounts and current membership |
| Status (eg charity) |  |
| Purposes |  |
| Website if any |  |
|  |
| **3) About the project management** Please complete this section only if you are seeking a one off grant for a project and are not submitting the application from a formal organisation |
| 1. **Responsible people**
 |
| **Named person 1** |  |
| Position |  |
| Address |  |
| Email |  |
| Telephone(s) |  |
| **Named person 2** |  |
| Position |  |
| Address |  |
| Email |  |
| Telephone(s) |  |
| **4) About the application, whether recurrent activity or a one off initiative** |
| Type of project(circle one and state type, if other) |  Facility Activity Service Capital spend Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Title |  |
| Objective |  |
| Nature of the project for which funding is sought |  |
| Anticipated benefit to the Parish and its residents |  |
| Beneficiaries by group or areaLikely percentage in the parish |  |
| Reason why it will add value and not duplicate |  |
| Statement of support or interest |  |
| Anticipated outcomes |  |
| Amount of grant requested |  |
| Other sources of funding applied for or secured, if the cost is greater than the sum requested from CHPC |  |
| Funds held by the organisation |  |
| Timescales |  |

**Checklist of the documentation provided (tick box where included)**

|  |  |
| --- | --- |
| Application form |  |
| Organisation’s constitution, if a new applicant |  |
| Bank account details (bank name; sort code; account name; account number) |  |
| Three years of accounts if a new applicant - or the most recent accounts |  |
| Relevant minutes of a meeting relating to the grant application or project |  |
| Statement of objectives |  |
| Membership of management committee, board of governors or trustees |  |
| Project plan if a one off initiative |  |
| Budget of the organisation or of the project if a one off initiative |  |
| Other (please specify) |  |

**For parish council use only**

|  |  |  |
| --- | --- | --- |
| **Subject** | **Date**  | **Follow up required if any** |
| Application received |  |  |
| Considered by CHPC |  |  |
| Grant awarded (yes/no) |  |  |
| Payment made (yes/no)Cheque number |  |  |