



HORNDEAN PARISH COUNCIL

Grant Application Form

Please refer to Grants Procedure Notes overleaf before completing this form.

Name of Organisation making the application:

Name of Person to whom correspondence should be addressed:

Address for correspondence:

Payee for Grant and Bank Details:

Email Address:

Daytime Tel:

Details of the organisation (What do you do?):

Period of Grant:

What is the Grant for? (Give details of the project – continue on separate sheet if necessary):

Amount of Grant applied for:

Have you applied to any other body for a grant towards this project? (if Yes please give details):

How else do you raise income? (Give details of subscriptions, fund raising etc.– continue on separate sheet if necessary):

What age groups do you cater for?

Total Membership:

Where and when do you meet?

You must attach the following to your application

- Last year's accounts
- Your current business plan, minutes of your last AGM or similar
- Business plan & last 3 years AGM minutes (extended grants only)

Signature of Responsible Adult (e.g. Chairman, President, Leader):

.....
Date:

For Horndean Parish Council use only

HORNDEAN PARISH COUNCIL

GRANTS APPLICATION PROCEDURE

- ALL Grants will be made from the Grants' Budget, set at the beginning of each financial year. The total amount of Grant money may vary from year to year.
- Request for Grants will only be accepted for consideration provided that the Council's "Application for Grants" form has been completed and appropriate supplementary information provided.
- The Council will not normally make Grants to organisations outside of the Parish, unless there are direct benefits to the Parish.
- Organisations employing staff must provide a full breakdown of staff and salaries.
- Horndean Parish Council requires all recipients of Grants in excess of **£500** to provide a written report of how the Grant money has been used within 12 months of receipt of the Grant. It may take the form of an annual report or set of accounts which clearly identify the manner of spending. The written report must be deposited with the Clerk to the Council, and hence becomes a document which members of the public have a right to inspect under the provision of section 228 of the Local Government Act 1972 (as amended).
- Grant recipient may be requested to provide evidence of purchase.
- Recipients may be asked to acknowledge Council support on stationery and promotional material.
- Grant cheques will normally be presented at the start of an appropriate meeting of the Council.

EXTENDED GRANTS

- In exceptional circumstances, a Grant may be approved to run over a maximum period of 3 years. In such cases, a business plan or a service plan will be required for that period.
- Representatives of Horndean Parish Council may request a presentation from organisations seeking an "Extended Grant".
- These "Extended Grants" will be determined at commencement, but may be stopped or varied if the organisation fails to meet the Council's specification.
- Existing "Extended Grants" will have priority over annual Grants.
- The yearly component of "Extended Grants" should not exceed 50% of the total Grants' budget.
- Successful "Extended Grants" applicants will be required to render a report 30 days prior to the completion of each Grants Year indicating the targets met within the approved business plan, without which subsequent payments will not be made. A further presentation may be required at this time.