HORNDEAN PARISH COUNCIL

Grant Application Form

*Please refer to the HPC Grant Policy 2023/24 before completing this form*

Name of Organisation making the application:

Charity Number (where applicable):

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| Person to whom correspondence should be addressed:  Role in the organisation: | | Address for correspondence:  Email address:  Daytime Tel: | |
| Payee for Grant:  Name of Bank:  Sort Code:  Account Number: | |
| * What does the organisation do? | | | |
| * What is the reason for the Grant and what is the potential scale of who will benefit? (Give details of the Project including its proposed start and end dates – continue on a separate sheet if necessary).     Please provide evidence of proposed spend e.g., quotes, estimates, minutes of meetings, photographs.  **Note that HPC will require a short report of how the Grant money has been spent within 12 months of the receipt of the Grant**. | | | |
| * What is the projected total cost of the Project? £ ………………………… * Amount of grant applied for from HPC. £ …………………………. * Amounts from any other body (if *yes* please give details). £ ………………………….      * Specify the balance and how will this be funded. £ …………………………. * What will be the impact if the Grant is not given? | | | |
| * How else does the organisation raise income? (Give details of subscriptions, fund raising, etc.– continue on a separate sheet if necessary). * What is the state of the organisation’s current financial health? * Where relevant, what is the plan to replace or justify the need for grant funding for these goods or services in future years? | | | |
| What age groups are catered for? | Total Membership: | | Where and when does the organisation meet? |
| Please attach the following to your application:   * The organisation’s most recent year’s accounts * The organisation’s current business plan * The minutes of the organisation’s last AGM or similar * Evidence of proposed Project spend | | | |

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| **Signature of Responsible Person (e.g., Chair, Trustee, Leader)**: …………………………………………………….  **Date**: …………………. |