



## Grant Application Form

Organisation Details	
Name of Organisation	
Registered No. (if applicable)	
Contact Name	
Telephone Number	
Postal Address	

Grant Request	
<p><b>Amount requested</b></p> <p><i>(Please refer to the grant policy on our website for maximum amounts and what Holbeach Parish Council will consider)</i></p>	
<p><b>Explain how and when the grant will be used</b></p> <p><i>(Please include details of what the funds will be used on, who will benefit, how long it will last e.g., for a purchased item when will it wear out. Supporting documentation e.g., a materials quote, will help in making a decision)</i></p>	
<p><b>What is the total cost for this project and how have you arrived at this figure?</b></p> <p><i>(Please include any further documentation including quotations, plans, estimates and pricings)</i></p>	

<p><b>What other funding has your organisation applied for/been awarded towards this project?</b> <i>(please list any and all other awards to this project, who has awarded it, when and how much)</i></p>	Awarding Body	Amount	Date Paid
		£	
		£	
		£	
		£	
		£	
<p><b>What funds are your organisation putting into this project?</b> <i>(Please provide further information about where your funds will come from for AML regulations)</i></p>			
<p><b>Please give a summary of your Organisation and how it benefits the local community</b> <i>(This is a great opportunity to promote your organisation and its benefits)</i></p>			

For Holbeach Parish Council to make an award, the Members will need to see further documentation to confirm your organisation. The Council will also need confirmation that the funds were used within 12 months of their award and that they were used in the way requested in this document. Failure to do so will make the grant automatically repayable to Holbeach Parish Council after the 12-month term from date of award has expired. Below is a handy checklist to ensure that you have included all the necessary paperwork that is required before your request is considered by Holbeach Parish Council.

Checklist	Included ( ✓ )
Organisation's constitution/governing document	
Organisations most recent set of accounts & last 3 months bank statements	
A copy of your safeguarding policy and ethical policy	
Any quotations or relevant paperwork to explain your application further <i>(please correspond these to the numbered parts of your application)</i>	
Any insurance policies relevant to your application <i>(e.g. public liability for your event)</i>	
Any further information relevant to your application	



**Data protection statement.**

Holbeach Parish Council adheres closely to the principles & standards set out in the Data Protection Act & other legal statutes. As such, this application will be retained securely for the purposes not limited to but including marketing, compliance with such laws as AML, benchmarking, transparency, and other fair & legal uses. As these requests may be deliberated by full Council the information held within this application will not be applicable to the Freedom of Information laws, and as such does not contain the Right to be Forgotten. By submitting this application, you are demonstrating full awareness & confirmation that any information contained within this application will be public knowledge from the moment it has been submitted and available ad infinitum within the Councils minutes as per legislation at the time of creating this document. Should any material facts change for the purpose of this application, or for the administration of the grant (e.g. address change or contact name change during the 12 months after the grant is awarded) it is up to the Organisation to ensure they update Holbeach Parish Council within 30 days of that change. Any failure to do so will result in a charge being made to recover all reasonable costs incurred by Holbeach Parish Council for the administration of the grant and to update material facts relevant to this application. Should you wish to withdraw your application this must be done before the next posted Council meeting which you can find online.

By signing below on behalf of your organisation, you are acknowledging the governing rules for this application, including all data protection statements and the grant policy rules (this policy is available from the office or on our website) and binding your organisation to these rules

<b>Name</b>		<b>Position In Organisation</b>	
<b>Signed</b>		<b>Date</b>	

**Thank you for your application**

<b>Office Use Only</b>			
<b>Agenda Date</b>	/ /	<b>Outcome</b>	Accept / Reject
<b>Date Letter Sent</b>	/ /	<b>Date evidence received (no later than 12 months from award date)</b>	/ /