

# West Hill Parish Council

## GRANT APPLICATION FORM

**Please read West Hill Parish Council's Grants Policy  
before completing this form.**

Please note that this application will not be considered unless it is accompanied by a copy of your most recent annual accounts showing your organisation's income, expenditure and level of cash balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months or a budget forecast must be enclosed. Please attach a copy of your Constitution or similar document setting out the aims, objectives and governance of the organisation.

|          |   |   |
|----------|---|---|
| <b>1</b> | <b>Name and Address of Organisation</b>   |   |
| <b>2</b> | <b>Contact Details of Applicant</b><br><br>Name and position<br>Telephone number<br>Email address                     |   |
| <b>3</b> | <b>Are you a Registered Charity?</b>  | <input type="checkbox"/> Yes, registered charity number:<br><br><input type="checkbox"/> No |
| <b>4</b> | <b>Please describe the project or purpose for which the grant is requested?</b>                                       | <i>Maximum 100 words</i>  |
| <b>5</b> | <b>What are the aims of the project?</b>  | <i>Maximum 300 words</i>  |
| <b>6</b> | <b>Please describe the benefits which the project brings to the community:</b>  | <i>Maximum 300 words</i>  |
| <b>7</b> | <b>Will the project generate any benefits outside West Hill?</b><br><br><b>If yes please indicate what proportion</b> | <input type="checkbox"/> No<br><br><input type="checkbox"/> Yes                             |

|           |  |  |
|-----------|--|--|
| <b>8</b>  | <b>When is the grant funding required?</b>   |  |
| <b>9</b>  | <b>Total cost of the project:</b>  | £  |
| <b>10</b> | <b>Total amount of grant requested:</b>  | £  |
| <b>11</b> | <b>Please explain how the balance of the project cost will be financed?</b>  | <i>Maximum 300 words</i>   |
| <b>12</b> | <b>Is it a...</b>  | <input type="checkbox"/> one-off funding request<br><input type="checkbox"/> recurring funding request |
| <b>13</b> | <b>Please explain how the project will achieve financial sustainability?</b>   | <i>Maximum 300 words</i>   |
| <b>14</b> | <b>Have you attached the following documents:</b><br><br><b>Latest annual accounts or Six months bank statements</b><br><br><b>Constitution or similar</b> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>                       |
| <b>15</b> | <b>Please tick the box on the right to confirm that you understand and accept the terms and conditions of West Hill Parish Council's Grants Policy.</b>    | <input type="checkbox"/> I/We agree with the terms and conditions of the Council's grants policy.      |

Name of applicant..... Date .....

Signature .....

Position/office .....