

# HURSTBOURNE TARRANT PARISH COUNCIL

## APPLICATION FOR GRANT - ORGANISATION/GROUP ONLY

[The Council regrets that they are unable to consider grants or sponsorships for individual persons]

**Please Note:** *This form MUST be completed IN FULL before the Council may consider any grant application. Applications must also enclose copies of their organisation's CONSTITUTION, their most recent ANNUAL REPORT, their last AGM MINUTES, & a copy of their most recent published ANNUAL ACCOUNTS. [See Page 2, overleaf]*

1. FULL NAME OF APPLICANT. [Charity/Organisation]	
2. FULL POSTAL AND <b>EMAIL</b> ADDRESS OF APPLICANT. [Charity/Organisation]	Email:   <b>POST CODE</b>
3. Regd. Charity No. [If applicable]	4. Telephone No. [Including Area Code]
5. Full NAME of organisation's delegated contact.	6. Position/Title of nominated contact.
7. Please describe your organisations aims and objectives.	

8. Does your organisation work <b>SOLELY</b> for the benefit of the people of Hurstbourne Tarrant?	<b>YES/NO</b>	9. If "YES" how many Hurstbourne Tarrant residents benefit on a regular basis from your organisation?	
10. If the answer to question 8 is "NO", please specify the geographical areas that you provide for and the number of persons that regularly benefit from your Charity or organisation.			

11. If your organisation is OUTSIDE Hurstbourne Tarrant, how many Hurstbourne Tarrant residents do [or will] regularly benefit from the services you provide? <i>Please enter in the box on the right &gt;&gt;&gt;</i>	
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12. Are you seeking Grant Aid from other sources? [e.g. TVBC, Hampshire CC etc] Please specify below:					
13. How many <b>UNPAID</b> <b>VOLUNTEERS</b> do you have?		14. How many <b>FULL TIME PAID</b> staff?		15. How many <b>PART-</b> <b>TIME PAID</b> staff	

16. Have you ever received a grant from Hurstbourne Tarrant Parish Council at any time in the past?	<b>YES/NO</b>	17. If "YES", please enter month, year & amount:  DATE when grant awarded? .....  AMOUNT awarded? £ _____
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## PART 2. - ABOUT YOUR GRANT APPLICATION

18. What GRANT SUM are you applying for to Hurstbourne Tarrant PARISH COUNCIL?

*Please enter the amount applied for IN FIGURES, in the box on the right >*

£

19. Please provide your bank account number and sort code >

20. Is your organisation registered for VAT? i.e. Can you claim input tax/VAT? >

YES/NO

21. Would you please specify what the grant would be used for? [e.g. Capital project, Running costs, etc]

22. If the grant is towards a PROJECT DEVELOPMENT, do you require formal planning consent?

YES/NO

23. If the grant is to be used for a PROJECT, when do you expect to start and finish?

Start date?

Finish Date?

24. Please give any additional information that you feel is relevant, or will support the grant application e.g. *Any fund raising events undertaken by your organisation, & any amounts raised. [other than grant applications]*

**PLEASE NOTE:** If your grant application is successful, whether in whole or in part, it would be conditional upon you [i.e. your organisation] acknowledging Hurstbourne Tarrant Parish Council in your Annual Report, or in any other publication [Newsletter, magazine, etc] relevant to your organisation. **In signing this grant application, you agree to be bound by this condition.**

**Signed**

*[Nominated authority/contact listed page 1.]*

**DATE of application**

Enclosure Checklist

1. CONSTITUTION.
2. Latest ACCOUNTS.
3. MINUTES of your last AGM
4. Last ANNUAL REPORT

**FOR Hurstbourne Tarrant PARISH COUNCIL  
USE ONLY**

Date application received?	
Date acknowledged/replied to?	
Recommended [FGP committee]	£
Approved/Ratified [Full Council]	£

AMOUNT OF GRANT PAID? - £

DATE PAID?

Chq. No?