

## CHARITABLE GRANTS AND DONATIONS APPLICATION FORM

### 1. CONTACT DETAILS

Title	First Name	Surname
Organisation Name		
Post held in Organisation		
Address of Organisation		
Postcode	Telephone	
Email Address		

### 2. BACKGROUND INFORMATION

What is the amount of the grant or donation you are seeking?	
What is the nature of your organisation or the activity for which you are seeking a grant?	
What are the aims and objectives you wish to pursue with the aid of a grant or donation?	
When was your organisation formed?	
Is your organisation a registered charity? YES / NO	If YES, what is the Registered Charity No.
Is your organisation part of, or affiliated to, any national organisation? YES / NO	

What is the catchment area covered by your organisation?
Briefly describe the project or purpose for which you are making this application?
How will/does your project or activity benefit the residents of Chidham & Hambrook? <i>Please include numbers of parish residents who use your organisation and details of how you advertise your organisation within the parish.</i>
Does your organisation have a presence in the parish, for example by visiting the parish or providing access to your organisation's office? YES / NO
If YES, please provide details

### 3. FINANCIAL INFORMATION

#### PLEASE COMPLETE THIS SECTION IF YOUR APPLICATION IS FOR A GRANT OR DONATION TOWARDS A PROJECT

What is the total cost of your project activity?		
What is the amount of the grant or donation you are seeking?		
What is the expected completion date of the project?		
If the total cost is more than the donation you are seeking, do you already have the balance available? YES / NO		
Have you previously received or applied for a grant from Chidham & Hambrook Parish Council? YES / NO		
If YES, please give details	Date	Amount
Have you received or been promised any grant assistance from any other source towards this project? YES / NO		

If YES, please give details	Date	From whom	Amount
	Date	From whom	Amount
	Date	From whom	Amount
Total funds raised to date for this project			
How much are you providing from your own reserves for this project?			
What level of reserves will you have remaining after you contribute to the costs of this project?			

**PLEASE COMPLETE THIS SECTION IF YOUR APPLICATION IS FOR A GRANT OR DONATION TOWARDS DAY TO DAY RUNNING EXPENSES**

Are you seeking a charitable grant or donation towards a specific aspect of your organisation's day to day expenses e.g. staffing costs, equipment provision etc.? YES / NO			
If YES, please provide details			
What is the amount of the grant or donation you are seeking?			
How much are you providing from your own reserves for this project?			
What level of reserves will you have remaining after you contribute to the costs of this project?			
Have you previously received or applied for a grant from Chidham & Hambrook Parish Council? YES / NO			
If YES, please give details	Date	Amount	
Have you received or been promised any grant assistance from any other source towards this expenditure? YES / NO			
If YES, please give details	Date	From whom	Amount
	Date	From whom	Amount
	Date	From whom	Amount
If YES, to what level do you receive funding in each financial year? £ per annum			

#### 4. TO BE COMPLETED BY ALL APPLICANTS

Please give details of your own fund raising efforts	
Total funds raised in last financial year	
If your organisation is part of, or affiliated to, any national organisation, do you receive funding from that organisation? YES / NO / N/A	
If YES, how much do you receive each year	
All applications must be accompanied by the following financial information. If you do not supply this information your application will not be considered unless agreed in writing by the Council.	
Enc.	
	A copy of your certificate of incorporation as a charity or business.
	A copy of your latest approved statement of income and expenditure or other financial report which indicates your financial position or;
	Photocopies of bank statements covering the past six months
	A statement of your capital assets if any
If you are unable to supply this information, please contact the Clerk for advice before submitting this application.	
Please add any further information in support of your application	
Please provide bank details for payment should your application be successful.	
Account Name	
Account Number	Sort Code

## 5. DECLARATION

I declare that I have answered all questions fully and truthfully. I also declare that any grant or donation made will be used solely for the purpose(s) outlined in this application. I understand that Chidham & Hambrook Parish Council reserves the right to reclaim the grant or donation in the event of it not being used for the purpose specified.	
Signed	Date
Name	Position

If an organisation or community group is awarded a grant from Chidham & Hambrook Parish Council, recognition must be made in any consequent publicity.  
The CHPC logo will be sent for use on publicity material, website or social media.