|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Organisation** |  | | | **Charity No.**  (or N/A) | |  |
| **Applicant Name** |  | | **Tel** | Mobile | | |
| Landline | | |
| **Position in Organisation** |  | | **Email** |  | | |
| **Address** | Post Code | | | | | |
| **Bank Account Number** | |  | **Sort Code** | |  | |
| **Declaration**  I am applying as an officer of and on behalf of the above named organisation and I have read and understood the Terms and Conditions on which the application is made. In the event that any or all of the funding is not required, the organisation shall return any unspent funds within 6 months.  Signed………………………………………….. Date………………………….. | | | | | | |

Please complete the relevant application form below (a) Capital Projects/Equipment, b) Events and other initiatives or c) Revenue (running costs) and submit this application along with the following:

1. Last year’s accounts with applications for Capital or Event funding (or a projected income and expenditure sheet if a new organisation). If applying for Revenue funding, please submit accounts for the last *two* years.
2. Quotes for all items of proposed expenditure for Capital/Equipment or Event/Other Initiatives funding relating to this application (NB: no grant shall be given for costs already incurred).
3. Applications for grants under £100 will not be subject to the requirement to provide financial/governance documents.

*Failure to include this information may delay your application*. Please return the form to:

|  |  |
| --- | --- |
| The Parish Clerk | Telephone:07986 395253 |
| 27 Bramber Square | E mail: [chidhamandhambrookpc@gmail.com](mailto:chidhamandhambrookpc@gmail.com) |
| Rustington |  |
| Littlehampton |  |
| BN16 3EJ |  |

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| **Capital Projects or Equipment** | | | | |
| **Organisation** |  | | | |
| **Project Title and/or Equipment Required** |  | | | |
| **Total Project Cost** | £ | | **Is Planning Permission Required?**  N/A /Applied\*/Received\* | |
| **Funding Requested** | £ | | | |
| **What other source(s) of funding are you applying to for this project?\*\*** |  | | | |
| **£ applied for from the other source(s)?** | £ | **How much is your organisation contributing?** | | £ |
| **Successful?**  Yes/No/ Awaited |
| **Please state to what extent the organisation benefits the residents of Chidham & Hambrook Parish. Give details of how many will benefit** | | | | |
|  | | | | |
| **Start Date** |  | | | |
| **Finish Date** |  | | | |

\*If planning permission is required, please provide the application reference number on a separate sheet including stating when a decision is anticipated. If received, please provide the reference number and date permission was granted.

\*\* If none, state none.

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| **For office use only** | Mtg Date | Council Minutes | Agreed? | £ |
|  |  | Yes/No/Partially |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Events & Other Initiatives** | | | | |
| **Organisation** |  | | | |
| **Event Title** |  | | | |
| **Where in Chidham & Hambrook Parish will it be held?** |  | | **Do you have the land owner’s permission to hold the event?**  N/A/ Awaited\*/ Received\* | |
| **Event Cost** | £ | | | |
| **Funding Requested** | £ | | | |
| **What other source(s) of funding are you applying to for this event?\*\*** |  | | | |
| **£ applied for from the other source(s)?** | £ | **How much is your organisation contributing?** | | £ |
| **Successful?**  Yes/No/ Awaited |
| **Please state to what extent the organisation benefits the residents of Chidham & Hambrook Parish. Give details of how many will benefit** | | | | |
|  | | | | |
| **Event Date** |  | | | |

\* Please provide further details on a separate sheet.

\*\* If none, state none.

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| **For office use only** | Mtg Date | Council Minutes | Agreed? | £ |
|  |  | Yes/No/Partially |

|  |  |
| --- | --- |
| **Revenue Funding (Running Costs)** | |
| **Organisation** |  |
| **Total Annual Budget** | £ |
| **Funding Requested** | £ |
| **What other source(s) of funding are you applying to in order to meet the budget?\*** |  |
| **£ applied for from the other source(s)** | £ |
| **Successful?** Yes/No/ Awaited |
| **How much is your organisation contributing?** | £ |
| **Why does the organisation require Revenue funding? Please state to what extent the organisation benefits the residents of Chidham & Hambrook Parish. Give details of how many will benefit** | |
|  | |
| **Date(s) of any previous Revenue funding applications:**  **£ Awarded:** | |

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| --- | --- | --- | --- | --- |
| **For office use only** | Mtg Date | Council Minutes | Agreed? | £ |
|  |  | Yes/No/Partially |