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Grant application form

Shinfield Parish Council offers a limited number of grants each year to organisations, clubs and charities who provide a service in the parish to its residents.

Applications are considered quarterly and there is no appeal process if your application is turned down.

Applicants must read the conditions (overleaf) and supply the relevant information. The outcome will be notified in writing and in certain circumstances, the grant may only be awarded if specific conditions are met.

| | |
|-----------------------------------|--|
| Name of organisation | |
| Your name | |
| Your position in the organisation | |
| Address of the organisation | |
| Telephone number | |

| | |
|--|--|
| For what purpose is the grant to be used? | |
| Number of members in your organisation | |
| How much grant are you applying for? | |
| Have you previously received a grant from Shinfield Parish Council? | |
| Briefly describe the role of your organisation within Shinfield Parish | |
| Have you applied to any other agency for funding for all or part of this project / expenditure? If so, which agency? | |

Shinfield Parish Council - conditions of grant

1. All organisations applying for a grant must comply with the parish council's general criteria and must complete the declaration below.
2. All organisations receiving grants will be required to acknowledge receipt of the grant and comply with any other conditions specified.
3. The organisations receive a grant should acknowledge Shinfield Parish Council's support in any publicity and promotional activities.
4. All organisations must be prepared, if asked by the council, to submit additional information in the form of audited accounts, annual report, balance sheets and any other information deemed necessary by the parish council. Request for such information will be made by the Clerk and if the requested information is not received, the grant request will not be processed.
5. Shinfield Parish Council reserves the right to monitor the way in which grants have been spent and to recover the grant if the organisation ceases to operate or if the council deems the grant has not been used for the purpose specified.

Declaration

I apply for grant aid on behalf of _____

I declare that:

- I have noted the conditions under which the grant is made
- I confirm that the organisation I represent will abide by the conditions

I undertake, on behalf of the organisation, that any grant (or part thereof that Shinfield Parish Council may determine) will be repaid if:

- The organisation is found to be in breach of the conditions applied to the grant
- The grant is not used for the purpose(s) for which it was given

Signed : _____ Date: _____

Name : _____ Position: _____

Organisation : _____

Additional information required (Applicants must include the information ticked)

| | |
|-------------------------|--|
| Audited annual accounts | |
| Balance sheet | |
| Annual report | |
| Other | |