

Grant Award Application Form - 2023

*Please ensure that you have read Shinfield Parish Council's Grant Awards Policy and the notes at the end of this application form. The boxes will expand to fit all your response. Please complete all boxes where you see **X***

Core Information
Name of Organisation requesting the grant
X
Amount of Grant Requested
X
Summary of grant purpose <i>(we will ask for more information later in this document)</i>
X
Do you have a constitution if so, say yes below and provide a copy with your submission
X

Contact Information <i>(this is who we will communicate with regarding this application)</i>
Name of Contact
X
Your position in the organisation requesting the grant
X

Unless specifically agreed, email will be the principal method of communication

Information about your organisation

Do you have a website? If so, state the address here

X

Briefly describe your organisations **existing** activities (tell us about your grant application in the next section)

X

What services do you already provide within the Parish of Shinfield.

*You should describe all **existing** activities, which group(s) of residents benefit from those activities, how many residents benefit etc.*

X

What other sources of funding have you applied for or received in respect of your **existing** activities in the last 12 months and not included in the above?

X

Information about this Specific Application

Tell us what you would like to do

X

Have you carried out this type of activity elsewhere and if so, what was the outcome?

X

Which group(s) of residents will benefit from this activity or service?

X

How many resident(s) will benefit from this activity or service?

X

How will you measure or establish the benefit(s) for residents?

X

What may stop you from achieving these outcomes?

X

What other sources of funding have you received for this activity or are in the process of applying for?

X

Declaration
I apply for Grant Award funding from Shinfield Parish Council on behalf of
Insert name of organisation
X
<p>I confirm that:</p> <ul style="list-style-type: none"> ➤ I am authorised to sign on behalf of the organisation named in this application ➤ I have noted the terms & conditions under which grants are awarded by Shinfield Parish Council ➤ I confirm that if successful, I and the organisation which I represent, will comply with the grant conditions <p>I undertake, on behalf of the organisation, that any grant or such part as Shinfield Parish Council may determine, will be repaid if:</p> <ul style="list-style-type: none"> ➤ The organisation is found to be in breach of the criteria and conditions applied to the grant ➤ The grant ceases to be used for the purpose(s) for which it was given
Name (this section should be signed by someone in the organisation who has the authority to act on behalf of the organisation)
X
Signature (please include in box below)
Position in the organisation
X
Date of Application
X

INFORMATION TO BE REDACTED – This information is required for the application process but will not be made publicly available

Address to be used for correspondence
X
Email
X
Telephone Number
X

Unless specifically agreed, email will be the principal method of communication

Financial Information (this information will not be shared with anyone else)
Income & Expenditure (as per your most recent set of accounts – please also submit separately a copy of your most recent accounts)
Income X Expenditure X
Balance Sheet Items (as per your most recent accounts – please also submit separately a copy of your most recent accounts)
Cash at Hand X Debtors X Creditors X Major Assets (e.g. buildings or items of equipment over £5,000) X
Any other financial information relevant to this application
X
Name of Bank
X
Name of organisations bank account
X
Account Number
X
Sort Code
X

Application Checklist	
Have you provided all relevant information about the service you wish to provide in the parish?	X
Have you provided a copy of your constitution or governing document?	X
Have you provided a copy of your latest Annual Accounts? Have you completed the summary of financial information? (This may not be possible for new organisations)	X
Have you attached any other information in support of your application (e.g. Annual Report)? (Please only attach information that is specific to the activity you are requesting funds for)	X

Now return the complete form and any attachments in an email to
Clerk@shinfieldparish.gov.uk

Data Protection:

The information provided on this form will not be used for any purpose other than that pertaining to the process and consideration of your application. The personal data supplied on this form together with other information will be held securely by the Shinfield Parish Council. However, the Grant Recipient gives its consent for Shinfield Parish Council to publish the Grant Application and/or agreement in any medium in its entirety (but with any information which is Confidential belonging to the Council, or the Grant Recipient redacted) You may have access to your personal information upon request.