

# Hamsey Parish Council

## Application for small community activity grant

You are advised to read the grants policy of Hamsey Parish Council before completing this form.

**1. Name of organisation applying for grant**

Name:

Address:

Post code:

Telephone no:

**2. Name of contact regarding application**

Name:

Address:

Post code:

Telephone no:

Email address:

**3. What are the main aims / activities of your organisation?**

**4. How much do you wish to apply for from the Council?**

£

**5. Please describe the purpose for which the grant is requested and how this will be of benefit to residents of Hamsey Parish**

**6. If your grant application is in respect of a specific project, what is the total cost of that project?**

£

**7. Are you making any other grant applications for this expenditure? If so, please supply details**

**8. What other funds do you have, or expect to have, for this project?**

- I confirm that to the best of my knowledge all the information I have provided in this application for grant is correct.
- I give permission for all of the details of this application to be disclosed at meetings of the Hamsey Parish Council, which are open to the press and public.
- If a grant is made, I understand that I will be asked to provide an account of how the money has been spent.

**Signed**.....

**Dated**.....

Please return this form to the following address by 30 October, together with a copy of your organisation's most recent audited accounts:

Mrs J.Toomey,  
Clerk to Hamsey Parish Council,  
Bowling Green,  
Chiltington Lane,  
East Chiltington,  
Sussex BN7 3QU

## **Hamsey Parish Council**

### **GRANT-AWARDING POLICY**

1. Hamsey Parish Council makes grants to organisations working for the benefit of the community within Hamsey Parish, including the areas of Hamsey, Offham, Cooksbridge and Bevernbridge.
2. Grants are made out of money provided by the council tax payers of Hamsey Parish and accordingly the Parish Council has a responsibility to satisfy itself that grants will provide benefit to the local community. This policy sets out the requirements that must be satisfied before grant applications will be considered.
3. Grants will not be made to individuals or commercial organisations.
4. Grants will normally be made at a meeting in November. Applications must be received by 31st October. Organisations wanting an application to be considered any other time of year must explain the reason why the application cannot be considered at the November meeting.
5. Grant applications must be made on the official application form. Applicants must set out how the community of Hamsey will benefit from the work funded by any grant. This is particularly important where an application is made by an organisation working regionally or nationally.
6. Applicants must set out any other funding they have been awarded or have applied for. Where the Parish Council is being asked to be the sole funder the applicant must explain the reason for this. Applicants are encouraged to submit applications to neighbouring parish councils.
7. Applications must be accompanied by a copy of the organisation's most recent accounts, and of its latest bank statement.
8. An organisation which has not previously applied to the Parish Council must submit a copy of its constitution.
9. Grant recipients should submit a report after 31 March showing how the funding has been used. Grant recipients are encouraged to attend the Annual Parish Meeting (normally in May) and make a presentation.