



chilham parish council

serving chilham, old wives lees and shottenden

Chilham Parish Council Grant Application Form

1 Applicant contact details	
Name of organisation requesting a grant	
Contact name	
Position within organisation	
Contact address	
Daytime telephone number	
Email address	
Website address (if any)	
Payee for grant cheque purposes/Bank Details	
2 About your organisation	
Is the organisation a registered charity?	Yes / No <i>(please delete as relevant)</i>
If yes, please provide the charity number	
Is the organisation a charitable company limited by guarantee?	Yes / No <i>(please delete as relevant)</i>
If yes, please provide the charity number	
Does the organisation have a written constitution or a set of rules?	Yes / No <i>(please delete as relevant)</i>
If yes, please attach a copy	
Is your organisation a new initiative?	Yes / No <i>(please delete as relevant)</i>
If yes, please submit a copy of your business or project plan and your budget	
Please provide a brief description of what your organisation does and when it was formed	

3 Project details

Project title

Please provide a description of your project, explaining what the grant funding will be used for

Please estimate how much volunteer time (approximately in volunteers x number of days) the project you are seeking funding for will involve

Please explain how the project will benefit the parish and community of Chilham Parish and how it adheres to the policies and procedures outlined in the Parish Council's Grant Awarding Policy document

Please provide (in bullet point form if possible) details of the project outcomes, i.e. the difference your project will make

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Will the project be equally accessible to all?	Yes / No
If no, please give details of any restrictions that may apply	
4 Financial details	
Amount requested from the Parish Council	

Has your organisation received any previous grants from the Parish Council?		Yes / No (<i>please delete as relevant</i>)
If yes, please provide details below		
Year	Purpose	Total amount (£)
Please provide a breakdown of estimated costs for your project below and attach copies of any quotes you may have obtained		
Description of estimated costs	Amount (£)	
Total		
Is your organisation VAT registered?	Yes / No (<i>please delete as relevant</i>)	
By what date does your organisation request the funding?		
Has your organisation sought income from other sources (<i>eg fundraising, other grants</i>)	Yes / No (<i>please delete as relevant</i>)	
If yes, please provide details below		

Alternative funding sources	Amount (£)	Funding confirmed

5 Supporting evidence

A range of supporting information helps the Parish Council to assess your application in detail. Please therefore enclose a copy of at least one of the following:

Latest available Annual Report	Enclosed: Yes / No <i>(please delete as relevant)</i>
Latest available Statement of Accounts	Enclosed: Yes / No <i>(please delete as relevant)</i>

6 Declaration

“To the best of my knowledge, I believe that the information given both within this form and in the supporting material provided is correct. I understand that, if successful, I will be required to adhere to the policies and procedures as outlined in Chilham Parish Council’s Grant Awarding Policy document, and to any monitoring arrangements that may be specified by the Parish Council at the time the grant is awarded.

In making this application I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.”

Signed	
Name <i>(please print)</i>	
Position within organisation	
Date	

If you require assistance in completing the application form or submitting the supporting information please contact the Parish Clerk by email: clerk@chilhamparishcouncil.gov.uk.

An application form and a copy of the Parish Council’s grant awarding policy document are available in digital format on request.

**Please return your completed application form and any enclosures to the address below:
The Parish Clerk, Chilham, Parish Council, PO Box 983, CT1 9EA**

Policy Adopted:
Minute Ref:
Policy to be Reviewed:

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