**WICKHAM MARKET PARISH COUNCIL**

**GRANT APPLICATION FORM**

*Before competing this form, please read carefully the document entitled* ***Wickham Market Grant Awarding Policy****. Copies of the form together with the* ***latest******copy of examined accounts*** *must be submitted along with any supporting documentation requested.*

***General information for applicants***

*It is Wickham Market Parish Council’s intention (subject to budget restrictions and available resources) to support initiatives from local community groups and organisations. Priority will be given to applicants who have not previously received grants from Wickham Market Parish Council. The size of any grant awarded is at the discretion of the Parish Council but will not normally exceed £500 in any one application. For applications in excess of £500, evidence of value for money and unrecoverable VAT may be required .*

|  |  |  |
| --- | --- | --- |
| **1 APPLICANT DETAILS** | | |
| Official / Registered Address of the Organisation |  | |
| Website Address |  | |
| Email |  | |
| Address to which correspondence should be sent if different from above |  | |
| Name of person completing this form |  | |
| Position held |  | |
| Daytime telephone number |  | |
| Email address |  | |
|  |  | |
| **2. PROJECT TITLE AND DESCRIPTION** | | |
| Project Description *(What will the funding be used for? Please be specific)* |  | |
| Anticipated Start Date |  | |
| Estimated Finish Date |  | |
| If this project goes ahead how will it affect your organisation?  Who will benefit? |  | |
| Please make any other comments you feel that may support your application |  | |
|  |  | |
| **3. PROJECT FINANCIALS** | | |
| Total Grant requested from Wickham Market Parish Council | | **£** |
| Other sources of funding for this project *(also include the name of any other grant funding organisations to which you may be applying)* | | |
|  | | **£** |
|  | | **£** |
|  | | **£** |
|  | | **£** |
| Total Project Cost | | **£** |
|  |  | |
| **4. DECLARATION** | | |
| I confirm that I am authorised to make this grant application on behalf of this organisation and the information provided herein is, to the best of my knowledge, complete and accurate. | | |
| Signed  *(A typed signature is acceptable for forms submitted electronically)* |  | |
| Name |  | |
| Date |  | |
| Wickham Market Parish Council is a registered data controller. We may use the information you submit to check the accuracy of information, prevent fraud or detect crime in order to protect public funds. Where this is necessary we will comply with all aspects of the Data Protection Act (DPA). | | |

Once completed, submit this application form and any supporting documentation via email to [clerk@wickhammarket-pc.gov.uk](mailto:clerk@wickhammarketpc.com)

**You will be notified of the outcome of your application once a decision has been made. Wickham Market Parish Council reserves the right to request additional information before consideration of this application.**