



Serving the wards of  
Broadacres, Fairlands, Jacobs Well and Perry Hill and Wood Street Village

## **PROJECT TITLE**

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## **GRANTS TO VOLUNTARY ORGANISATIONS**

## **APPLICATION FORM**

Updated August 2020

Please read the Application Guidance leaflet before completing this form.

If you need assistance in completing this document, or require any further information, please contact Mrs Gaynor White, Clerk to Worplesdon Parish Council at:

Unit 2 - Saxton  
Parklands  
Railton Road  
Guildford  
Surrey  
GU2 9JX

Telephone number 01483 300094  
E-mail: [clerk@worplesdon-pc.gov.uk](mailto:clerk@worplesdon-pc.gov.uk)



**Organisation Details**

Name of organisation: \_\_\_\_\_

Registered Charity Number (if applicable): \_\_\_\_\_

Contact Name: \_\_\_\_\_

Position within the Organisation: \_\_\_\_\_

Address for correspondence:

\_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: (Day) \_\_\_\_\_ Telephone: (Evening) \_\_\_\_\_

E-mail address: \_\_\_\_\_

Please outline briefly the aims and objectives of your organisation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please summarise activities planned during the coming year:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Please state the purpose for which the grant is required:**

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**Please give details of how the project will benefit the residents of the Parish:**

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Estimated number of residents who will benefit from the grant: \_\_\_\_\_

**Project Budget**

Please supply a breakdown of the costs of the project:

<b>Item</b>	<b>Cost</b>	<b>VAT</b>	<b>Total</b>
<b>Total project costs</b>	<b>£</b>	<b>£</b>	<b>£</b>



**Who will be carrying out the project?**

Is the complete project to be carried out by a contractor or will a proportion be carried out by volunteers? Please give details.

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Total amount of grant requested from Worplesdon Parish Council £ \_\_\_\_\_

**Alternative funding sources**

Please state from where the remaining funding is being sought (if applicable)

Funding Source	Amount applied for	Application Outcome (or date when will be known)

Please state any other relevant information in support of your application

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### Details of previous grants awarded by Worplesdon Parish Council

Has your organisation previously received a grant/s, during the last three years, from Worplesdon Parish Council?

Year: \_\_\_\_\_ Amount: \_\_\_\_\_

Purpose: \_\_\_\_\_

Year: \_\_\_\_\_ Amount: \_\_\_\_\_

Purpose: \_\_\_\_\_

What do you estimate will be the major sources of funding for your organisation for the year that the grant will be required: (e.g. own fundraising, Government grant, other local authority grant etc.)

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

Please express the amount of grant requested as a percentage of your estimate income for the year in which it is required: \_\_\_\_\_ %

### Supporting documentation required

A range of supporting information helps the Council to assess your application in detail. Please therefore enclose a copy of each of the following if possible:

- |  | Item enclosed? Tick box      |                             |
|--|------------------------------|-----------------------------|
| a. Latest available Annual Report:                             | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| b. Latest available Statement of Accounts:                     | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| c. A copy of your organisation's constitution or set of rules: | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Where one or more of the above is omitted, please explain why.

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Please bear in mind that this application and all supporting information will be available for inspection by all councillors and members of the public as specified under the Freedom of Information Act (excluding information redacted under the Data Protection Act 2018 in respect of GDPR).

**Thank you for completing this form.**

**Finally, please complete the Declaration below.**

## **DECLARATION**

**I hereby certify that, to the best of my knowledge, the information supplied in, and attached to, this application is correct.**

**I understand that, if successful, I will be required to confirm that any grant monies have been spent only in accordance with the purpose outlined within this application.**

**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.**

**If this application is approved, I confirm that the organisation will abide by any monitoring arrangements (including the adoption of Risk Management policies if required) specified by the Council and outlined in the guidance notes enclosed with this application form.**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name (please print):** \_\_\_\_\_

**Position in Organisation:** \_\_\_\_\_

Please return the completed form to the Parish Clerk, Worplesdon Parish Council, Unit 2 - Beaufort, Parklands, Railton Road, Guildford, Surrey, GU2 9JX.

Please ensure that all sections have been completed and all attachments enclosed to ensure that your application can be processed.



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**For Office use**

*Date application received:*

*New application or renewal:*

*Council/Committee Decision:*

*Date:*

*Subject to the following conditions:*