



**HECKINGTON  
PARISH COUNCIL**

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Council Chambers

St Andrews Street

Heckington, Sleaford

Lincolnshire NG34 9RE

## GRANT APPLICATION FORM

<b>A. YOUR DETAILS</b>	
1. Name of organisation	
2. Name and address of applicant	
3. Daytime telephone number	
4. E-mail address	
5. Organisation name	
<b>B. YOUR ORGANISATION</b>	
6. Registered charity number (if applicable)	
7. What does your organisation do?	
8. How many members in your organisation?	
9. How many members live in the Parish?	
10. Name of Chairman	
11. Name of Treasurer	
12. Name of Secretary	
13. You will be asked to provide the last 12-months of accounts? If there is a large reserve in your account, please explain why you are applying for additional funds? See Guidance Notes.	
<b>C. GRANT REQUEST / LOAN REQUEST (please specify)</b>	
14. How much grant/loan are you asking for? Is there	

<p>deadline for receipt of funds. Do you need your funding to be phased?</p>	
<p>15. What is the total cost of the project? Please detail the initial costs to achieve the objectives, any recurring costs i.e. maintenance and how this is going to be funded.</p>	
<p>16. What will you use the grant for?</p>	
<p>17. Scope &amp; Benefit: What will the organisation be able to do when the project has been completed, that it cannot do now and how will the funding benefit your group or the parish at large?</p>	
<p>18. Have you applied for funds from other sources? YES/NO. Please provide details including the name of the funding source and amounts applied for.</p>	
<p>19. Will you do any fundraising?</p>	
<p>20. Risk: Highlight any risks i.e. from funding being withdrawn, volunteers not taking part (if they are critical for delivering objectives) etc.</p>	
<p>21. Who is your HPC Sponsor? Outline any discussions held in preparation for this application?</p>	
<p><b>D. STATEMENT IN SUPPORT OF GRANT REQUEST</b></p>	

<b>E. CERTIFICATION</b>	
I certify that the above information and the contents of the attached documents are correct at the time of applying. I understand that if any of the information is subsequently found to be incorrect this may lead to the organisation being disqualified from consideration and/or the withdrawal of any grant awarded. I agree to my organisation being bound by the eligibility criteria and any conditions set by the Parish Council.	
<b>Signature</b>	
<b>Print Name</b>	
<b>Date</b>	

### GUIDE TO COMPLETING GRANTS APPLICATION FORM

Please ensure you have read, and you understand the grants policy and criteria attached to the application form.

When completing the form please note the following: -

<b>A 1-4</b>	Please give clear contact details of person within your organisation who is making the application and who is responsible and has authority to apply on the organisation's behalf.
<b>A 5</b>	The grants policy requires that the applying organisation has a bank account in its name.
<b>B 6</b>	If your organisation is a registered charity, please enter the charity number and give details as to the year the organisation was established. This will help the Council to understand whether your organisation is long standing or newly formed.
<b>B 7</b>	It is important to answer this as fully as possible. Remember, the Council will only grant aid to "not for profit" community or voluntary organisations.
<b>B 8-9</b>	This will help the Council learn about the geographical area that will benefit from your organisation.
<b>B 10-12</b>	This confirms the management structure of your organisation.
<b>B 13</b>	You need to submit a copy of the last 12-months accounts for <u>all</u> accounts in the organisation's name which show how you have received and spent monies in the past and what reserves you hold. If your organisation holds a large reserve, please explain why you cannot use that reserve – it is set aside for another project or is it to cover normal yearly running costs.
<b>C 14-16</b>	In explaining what you intend to use the grant for, remember also that grants cannot be given towards general running costs or normal maintenance, salaries or honorariums. In respect of a loan towards the costs of staging events, the Council

	reserves the right to request this be repaid following a successful event. Please indicate if you require funding by a specific date or whether you require your funding to be paid in instalments.
<b>C 17</b>	This will help the Council to gauge the effectiveness of its grant and also help the Council to know it is complying with Government legislation.
<b>C 18-19</b>	This is where you can show the self-help you have undertaken to raise funds for the project – include things like other grant applications, raffles, fairs, sales etc.
<b>C 20</b>	This is where you will be required to detail any risk associated with your project.
<b>C 21</b>	This will be the appropriate committee of the council. Outline any discussions held in preparation for submitting this proposal.
<b>D</b>	Statement – List here as much information as you can to support your application – it does not matter how trivial you think it may be – it can all help explain your project and idea.
<b>E</b>	Remember to sign your application.