



Small Grant Application Form

Please read the Claygate Parish Council Grants Policy and Guidance for Applicants before completing this form.

Grant applications will be considered at the next appropriate Finance & General Purposes Committee or full Parish Council meeting (apart from the Annual Council Meeting that is held in May). The dates of meetings are available on the Claygate Parish Council website – www.claygateparishcouncil.gov.uk and on the noticeboards at the Village Hall, Church Road and by the shops on Hare Lane.

Please return completed application forms and all supporting information to the Parish Clerk clerk@claygateparishcouncil.gov.uk at least two weeks prior to the meeting.

1. Name of Organisation	
2. Name and position of main contact	
3. Contact details - phone no and email. (Please indicate if these should not be made publicly available)	
4. Type of organisation If a charity, please provide registration number	
5. Name and Location of Project / Activity	
6. Description of what the grant will be used for	
7. How will this benefit the community?	

8. Total cost of project	
9. Amount requested from the Parish Council	
10. Please provide a brief breakdown of costs including details of match funding	
11. Have you applied for or received funding from other sources? If yes, please give details.	
12. Have you applied for or received a grant from the Parish Council in the past 12 months? If yes, please give details.	

Supporting Information – document checklist	
Quotes / estimates for the project	
Latest accounts (or financial plan for newly established organisations)	

Declaration When you have completed the application, please sign this declaration and submit the application form as directed.
To the best of my knowledge the information I have provided on this application form is correct. If Claygate Parish Council agrees to release funds for the specified project, these funds will be used exclusively for the purposes described in this application form. I agree to inform Claygate Parish Council of any material changes to the proposals set out above. When requested, I agree to provide Claygate Parish Council with all necessary information required for the purposes of reporting on the progress or otherwise of the identified project. I recognise the Parish Council's right to reclaim unspent or misappropriated funds. Privacy Notice: By signing this form, the applicant agrees to Claygate Parish Council checking all supplied information for the purposes of informing decision making. The information on this form will be stored in the Parish Council's filing system and summarised in the Council's accounting system for the sole purpose of fund processing, analysis and accounting. Information about the project may be publicised on Claygate Parish Council's website and in public material for publicity purposes. Personal data will not be disclosed without prior agreement of those concerned, unless required by law. For further information on the Council's privacy policy, please see the website.

Signed:

Date:

Name: