



GREAT BENTLEY PARISH COUNCIL

Great Bentley Parish Council Grant Application Form

If you need any assistance in completing this form, please contact The Clerk to the Council specifying what help you need and we will try to accommodate any reasonable requests for such support.

1. Contact Details

Name of your organisation

Address of organisation

Postcode	<input type="text"/>
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Name and position of person completing this form

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Position

Telephone Number

Email

2. About your organisation

Charity Registration no. (if you are a registered charity)	<input type="text"/>
What are the main activities of your organisation	<input type="text"/>

3. General Information about your project

<p>Describe the project location or venue</p>	
<p>Give a brief description of your project. Please tell us what this project is about and what its aims are and any supporting evidence for the need of the project. (Continue on another sheet if necessary)</p>	

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4. Finance and other funding

<p>Please indicate what your organisation has done to obtain funding from other sources. Please provide evidence where this is available.</p>		
<p>Please indicate what fund-raising events your organisation has carried out or plans to carry out to raise funds for this project</p>		
<p>Please indicate how much your organisation intends to contribute to this project from its own reserves</p>		
<p>Tell us how much the money you need for your project and provide a breakdown of what the money is for. Provide estimates or quotes you have obtained for works or equipment</p>	<p>Item or activity</p>	<p>Total Cost</p>

How much is your organisation requesting from the Council	
What is the account name of your organisation's bank accounts?	
Please provide details of the balance of all accounts held by your organisation including current, savings and investment accounts.	
Please provide a copy of your most recent audited accounts. If you do not have any accounts please explain why.	

I confirm that:

I am authorised to sign this declaration on behalf of the organisation or group.

The information in the application is correct to the best of my knowledge.

If this application is successful, the grant will only be used for the purposes specified in this application.

Signed.....

Print Name.....

Date:.....

Privacy Notice

Great Bentley Parish Council is collecting this information to award and monitor grants to voluntary and community organisations, and you may be contacted using the details provided, if further information is needed to do so.

In performing this service, the council may share your information with other organisations or departments, but only when it is satisfied that it is necessary to perform a public task, or to exercise its statutory duties to do so.

The council may also share your personal information for the purposes of the prevention, investigation, detection, or prosecution of criminal offences, but will not share your personal information, or use it for this, or any other purpose, unless provided for by law.

More detailed information about the council's handling of your personal data can be found in its privacy policy, available online at www.greatbentleyparishcouncil.co.uk or on request.

Freedom of Information Act

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third parties, such as, although not limited to, grant applicants, grant holders, contractors and people making a complaint.

If information is requested under the Freedom of Information Act we will release it, subject to exemptions, although we may consult with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply.