



GRANT APPLICATION FORM

Updated June 2022

Please see guidance notes on second page

Your Organisation

Contact name

Position in organisation

Contact details for this application (email address / phone)
.....

Is your organisation a:
Voluntary and Community Group

Registered Charity (please give number)

Please give a brief description of your project
.....
.....
.....
.....

Amount of grant applied for

What is this grant needed for?
.....
.....
.....
.....

If the grant is to purchase goods or services please provide up-to-date quotation(s).
(See guidance note 5 on second page.) Please indicate if provided

Your grant request will considered for approval at the next Parish Council meeting.
Please send this form to the Parish Clerk, Susan Turner at clerk@uptongreyparishcouncil.co.uk

PLEASE NOTE – FOLLOWING AWARD OF THE GRANT
1. If the grant is required for goods or services which incur VAT, please request the supplier to address the invoice to the Parish Council for direct payment as follows:
TO: Upton Grey Parish Council, 2 Ash Cottages, Newnham Road, Newnham, Hook, Hants RG27 9AF. FAO Susan Turner clerk@uptongreyparishcouncil.co.uk
2. Otherwise please provide an up-to-date bank statement with bank details for direct payment to your organisation.

UPTON GREY PARISH COUNCIL

GRANT AWARDING CRITERIA

Guidance notes for applicants:

1. Grants are awarded by the Parish Council according to its statutory powers.
Grants can only be approved by resolution at a Parish Council meeting
2. **A grant so awarded must be:**
 - 2.1 **For the benefit of part or all of Upton Grey Parish**
 - 2.2 **for the benefit of some or all of the residents of Upton Grey Parish.**

There is no restriction to the amount of times an organisation can apply for grant funding, however, the history of previous applications will be considered.
3. **Applications may be considered from:**
 - 2.1 **Voluntary and community groups**
 - 2.2 **registered charities.**

The Parish Council reserves the right to request further details of your organisation. By law the Parish Council cannot consider applications from individuals or for private business projects, charities operating overseas, or funds established to help persons outside of the UK.
4. Guidelines on appropriate use of funding
 - 4.1 Applications for grant funding should be to support a specific project.
 - 4.2 Applications should not be made retrospectively for projects completed.
 - 4.3 It is expected that grant money will be spent during the financial year of receipt.
 - 4.4 The Parish Council may request details of the funding outcomes.
 - 4.5 If the organisation dissolves, or the project for which the grant was awarded does not materialise, the Parish Council expects the funds to be reimbursed.
5. **Quotes and supporting information**

Where grants are for procuring goods and services, applicants should be satisfied and be able to demonstrate they have sought value for money, and at least two quotes where this is appropriate.
6. When to apply...
 - 6.1 Please submit your application form as early as reasonably possible but so that any supporting quotes are in date.
 - 6.2 The Parish Council would appreciate advance notice (informal and 'advisory' only), where possible, of intention to apply for a grant – ideally by the preceding November Parish Council meeting. This is non-binding but will assist greatly with budget setting in November for the following year.
7. For further information please see the Parish Council's Grant Awarding Policy.
8. **Any enquiries** please contact Susan Turner, Parish Clerk
clerk@uptongreyparishcouncil.co.uk 07515 777 060

Clerk: Susan Turner
2 Ash Cottages, Newnham Road, Newnham, Hook, Hants RG27 9AF
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