



APPLICATION

FOR A

CAPITAL FINANCIAL GRANT

PART 1 - YOUR ORGANISATION

NAME OF ORGANISATION

NAME OF CONTACT

ADDRESS OF CONTACT

COMPANY OR CHARITY NUMBER

PROJECT NAME

TELEPHONE NO: DAYTIME

EVENING

EMAIL ADDRESS:

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

PLEASE GIVE NUMBERS IN THE
ORGANISATION WHO ARE

A) PAID	
B) VOLUNTEERS	

HOW MANY MEMBERS/BENEFICIARIES
LIVE WITHIN PETERSFIELD

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£

WHAT IS THE TOTAL COST OF THE
PROJECT/ITEM?

£

WHAT IS THE GRANT TO BE USED FOR?

HAS YOUR ORGANISATION APPLIED FOR A
GRANT ELSEWHERE TOWARDS THIS PROJECT?

YES/NO

IF YES, PLEASE
GIVE DETAILS

WHAT OTHER FUNDRAISING HAS BEEN DONE TOWARDS THIS
ITEM/PROJECT? EG CAKE STALL, COFFEE MORNING

WHAT EVIDENCE OF NEED IS THERE FOR THE PROPOSED PROJECT?

PART 3 - TO BE COMPLETED BY ALL APPLICANTS

PLEASE STATE BALANCES IN HAND AT
THE END OF LAST FINANCIAL YEAR

LEVEL OF UNALLOCATED RESERVES

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH
THIS APPLICATION

CHECKLIST

- All relevant parts of the form completed**
- Form signed**
- 2 Years Audited accounts**
- Business Plan (2 or 5 years as appropriate)**
- Cashflow Forecast**

- Constitution/Rules
- Child Protection Policy (if applicable)
- Organisational Chart
- Public Liability Certificate
- Copy of minute approving expenditure
- Reserves Policy (if applicable)

Copies of this completed form and any supporting papers will appear on a Finance and General Purposes Committee Agenda and will be discussed by the Committee in the presence of the Press and Public.

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THAT THE ABOVE INFORMATION IS CORRECT. I ALSO DECLARE THAT ANY GRANT AWARDED WILL BE USED SOLELY FOR THE PURPOSES OUTLINED IN THIS APPLICATION. I UNDERSTAND THAT PETERSFIELD TOWN COUNCIL RESERVES THE RIGHT TO RECLAIM THE GRANT IN THE EVENT OF IT NOT BEING USED FOR THE PURPOSE SPECIFIED.

NAME

SIGNATURE

POSITION DATE...../...../.....

IN THE EVENT OF A SUCCESSFUL APPLICATION, TO WHOM SHOULD THE CHEQUE BE MADE PAYABLE?

**Completed applications should be sent to:
Petersfield Town Council
The Town Hall
Heath Road
Petersfield
Hampshire
GU31 4EA**

All applications must be received by 30th September

Applications are also available from our web site www.petersfield-tc.gov.uk