



Easebourne Parish Council

Application Form for Grants and Donations

Please read the Grants and Donations Policy before completing the Application Form. The Application Form must be completed, as a stand-alone letter or email will not be considered, although may be submitted with the Application Form.

'First-time' applicants are recommended to provide recent accounts (it should be noted that the Parish Council may request an organisation's accounts).

Please also provide any additional papers or relevant quotations (copies of three individual quotations will be required) which will enable the Parish Council to reach a decision regarding the application.

Should you require any assistance with the completion of the Application Form, please contact the Parish Clerk (details at the end of the form).

Please note the Parish Council may seek further information in considering an application, in which case the Organisation will be contacted by either the Parish Clerk or Chairman of the Finance Committee or Chairman of the Parish Council.

1	Name of Organisation	
2	Purpose of Organisation	
3	Contact Details (please provide the details of a named individual)	
4	Date of Submission of Application Form	
5	Details of what the Organisation is seeking to fund with a grant (please continue on an extra page if required)	
6	Amount are the Organisation is seeking (between £10.00 and £250.00) and where relevant, if the organisation is able to reclaim VAT	

7	Details of other organisations or individuals which have been approached for funding and the outcome	
8	Details of the timescale for the expenditure of a successful award	
9	Details of the impact of not receiving an award from the Parish Council?	
10	If requested, would a representative from the Organisation be able to attend a Finance Committee Meeting to provide further verbal information?	

Signed _____

Date _____

An electronic signature is acceptable

Name (printed) _____

This Policy was approved and adopted by Easebourne Parish Council on 12th July 2017. It was reviewed on 20th June 2018 and the next review will take place in July 2020.

Parish Clerk: S. Hurr (Miss)

Address: 1 Pennicott Road, Bersted, West Sussex PO21 5AY

Email: parishclerk@easebourne.org Telephone Number: 07342 166 188

Parish Council Website: www.easebourne.org