



**WINDLESHAM PARISH COUNCIL**

**GRANT APPLICATION FORM GRANTS OVER £1000**

**Please complete all details in BLOCK CAPITALS**

**Please indicate which grant you wish to apply for:**

**General Grant** ☐

**Open Spaces Maintenance Grant** ☐

Name of Organisation	
Registered Charity Number (if applicable)	
Contact Name	
Position within the organisation	
Telephone number	
Address of organisation	
Postcode	
Email address	
Total cost of purpose/project	£
Amount of grant requested	£
Detail grants received (or applied for but not yet determined) from other sources:	

What are your organisation's objectives?	
For what purpose / project is the grant requested, and what is the evidence based need for the grant?	
How will you monitor and evaluate achievement of your objectives?	
How does the application meet the criteria for this fund?	

How will you ensure that the services provided are fully accessible to the community? If there are any restrictions placed on who can use / access your service you must provide details here:	
Has community engagement been undertaken?	

Total number of users of your organisation	
Number of your users resident in Windlesham Parish who will directly benefit from the grant	
Where expenditure is for maintenance or refurbishment of a community building or land please specify the number of years left on the lease	

Current bank balance	£	date	/	/
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**Supporting documentation to be submitted with the grant application.**

A copy of the written constitution ☐

Copies of the last financial year-end accounts ☐

A copy of your latest bank statement ☐

If the grant relates to property matters, a copy of the lease ☐

**Additional documentation required for grant requests over £3,000**

Tendering process ☐

**Additional documentation required for grants for tree surgery or tree maintenance**

Up to date tree survey or tree management plan ☐

**I confirm that the above organisation has read and will conform with Windlesham Parish Council's Equality and Diversity Policy.**

Yes ☐ No ☐

**Statement of understanding: I have read and understood Windlesham Parish Council's Grant Awarding Policy and if our organisation's application is successful we agree to abide by the conditions:**

Signed.....

Name.....

Position in organisation.....

Date.....

NB. If your bid is successful you will need a bank account in the name of your organisation. If you have any queries please contact [clerk@windleshampc.gov.uk](mailto:clerk@windleshampc.gov.uk). The completed form should be returned to The Clerk to Windlesham Parish Council, Council Offices, The Avenue, Lightwater, GU18 5RG or return this form to one of your local Parish Councillors.

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**For official use**

Date Received	
Date of Council meeting	
Council decision	Fund / Fund in part / Reject
Amount to be funded	£
Date of notification of decision	
Minute number	