



# ALDERHOLT PARISH COUNCIL

CLERK; MS N ASHTON  
PARISH OFFICE, 1 STATION ROAD, ALDERHOLT, FORDINGBRIDGE,  
HAMPSHIRE, SP6 3RB  
Tel; 01425 657587 email; clerk@alderholtparishcouncil.gov.uk  
www.alderholtparishcouncil.gov.uk

## COMMUNITY CAPITAL PROJECT GRANT APPLICATION FORM

### ORGANISATION DETAILS

Name: .....

Address: .....

.....

.....

.....

Website address (if applicable): .....

Description of activities: .....

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.....

Please continue on additional sheets if necessary.

### PROJECT DETAILS

Please give full details below of the project, including where it is based and details of which section of the community will benefit, and how (if this is not apparent). Please continue on an additional sheet, if necessary, or attach the details separately, if this is more convenient.

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**PROJECT COSTS:**

	<b>COST (£)</b>	<b>VAT (£)</b>	<b>TOTAL (£)</b>
Total Cost of Project			
Total amount applied for from the Parish Council			

If the grant does not cover the total project cost, please give details below of how the remaining funding will be found. Please include any funding that is being contributed by the organisation itself.

<b>Sources of other funding for the project</b>	<b>Amount applied for (£)</b>	<b>Awaiting Response*</b>	<b>Received*</b>
<b>TOTALS</b>			

\* Tick whichever is appropriate.

Project expected start date: .....

Date that funds will be required: .....

Details of whom the payment is to be made payable to and include banking details:

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.....

Has your organisation made a request to the Parish Council in the previous 5 years? Yes/No

For what purpose? .....

.....

Was the request successful? Yes/No

How much was received? .....

If this application is successful, please state bank account details for money to be paid:

Sort Code:

Account No:

Account Name:

**CONTACT DETAILS**

Name of Contact: (Mr/Mrs/Miss/Ms)

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Position: .....

Address for Correspondence (if different to organisation address):

.....

.....

.....

.....

Telephone Number: .....

Mobile Number: .....

E-mail: .....

**I/we agree to the terms and conditions as set out below;**

**Signed:** ..... **Date:** .....

# **ALDERHOLT PARISH COUNCIL**

## **GRANTS - COMMUNITY CAPITAL PROJECTS**

The Parish Council has a limited annual budget set aside for community-based capital projects i.e. not towards general running costs and services. Applications received will be considered by the Parish Council Finance Committee twice a year normally in June and November. All applications will be considered on their individual merits and will be subject to funding being available or budgeted for in the annual precept.

Applications must be made in writing and sent to the Clerk to Alderholt Parish Council, Parish Office, 1 Station Road, Alderholt, Hants, SP6 3RB [clerk@alderholtparishcouncil.gov.uk](mailto:clerk@alderholtparishcouncil.gov.uk)

The following terms and conditions apply:

Grants will not be made to the following:

- Commercial concerns and profit making organisations
- Organisations situated outside the area administered by Alderholt Parish Council unless a clear benefit to the inhabitants of the Village can be established. In such cases, supporting information demonstrating the level of benefit must be provided
- Organisations established for party political purposes
- Organisations that are socially exclusive eg where there are unreasonable restriction on membership inconsistent with equal opportunities
- Please confirm if your organisation has the following:
  - A suitable Health & Safety Policy and Risk Assessment Policy.
  - A suitable Child Protection Policy/Safeguarding Children & Young People Policy if your organisation involves children, young people, or vulnerable adults.
  - Your staff and volunteers have passed DBS checks where necessary
- Funding requests will be considered at the Finance Committee meetings in June and November. Applications must be received by the 31<sup>st</sup> May or 31<sup>st</sup> October in order to be considered at the relevant meeting.
- Applicants are asked to provide a statement about the objective of the project and the benefits it is envisaged the project would bring to the community and include the amount of money it wishes to apply for.
- Applicants are asked to provide a copy of their accounts (this may be end of year accounts for the previous financial year)
- Applicants are requested to provide costed proposals, with specific details and if possible, estimates.
- Applicants are invited to supply any further relevant information if they wish.

- Applicants will be asked if funding has been obtained from any other sources. This will not prejudice the application in any way. Indeed, projects in receipt of match funding will be welcomed.
- The Parish Council will not make grant funding on a retrospective basis
- Successful applicants will be required to supply information on the project and a finance statement/annual report to the Parish Council, which confirms how the money has been spent by the Group within 12 months of the date of bank transfer.
- If the project does not go ahead within the agreed timescale, the Parish Council must be informed. A decision will then be made as to whether the timescale can be extended or whether the funding is to be withdrawn or returned.