



## Annual Grant Fund Application Form – Second round January 2022

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### Contact details

Name of the organisation

Address of the organisation

<input type="text"/>	
<input type="text"/>	Postcode

### Main contact for this application

Title

First name

Surname

Position held in the organisation

Daytime phone number

Email address

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### Organisation details

Is your organisation a registered charity?

Yes

No

If yes, what is the registered charity number?

If no, does your organisation have a set of rules/constitution?

Yes

No

When did your organisation start?

#### Use of your data:

We will use the personal data provided on this application form to process your application and to monitor the project. If you would like us to contact you about future grant funding opportunities you should tick the relevant boxes at the end of this form. If you feel that any other information about your application or project should not be made publicly available, please contact us to discuss this.

What are the main activities of your organisation?

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## Your application

Please tell us what you need funding for, who will benefit and how they will benefit.

Where exactly will your project take place?

Please tell us how this application fits the Grants criteria (refer to the [Grants Criteria 2021-22](#)) *please feel free to include as much information as necessary*

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When will the project start ?

mm / yy

And finish?

mm / yy

How much are you applying for in total?

£

Please give a breakdown of the **total cost** of the project / piece of work / equipment **as well as** and compared to the **costs requested from Westfield Parish Council**. In the details column please give details of the specific costs e.g. under capital items list, items such as computers, office furniture etc.

Type of cost	<u>Total Cost</u>	Amount requested from Westfield Parish Council	Details
Staff costs			
Volunteer expenses			
Operation/activity costs			
Office / overheads / premises			
Capital items			
Publicity			
other			
Total	£	£	

If the total cost is bigger than the grant requested how will you meet the shortfall? If necessary, please give details of any other applications you have made and whether any other funding has been approved:

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## Financial information

Please give details of your organisation's bank account:

Name the account is in:	
Account number:	
Sort Code:	

If you do not have a bank account, please give details of an organisation that will receive a grant on your behalf:

Name of organisation:	
Name the account is in:	
Account number:	
Sort Code:	

How many signatures do you need to authorise a payment on your bank account? (There must be at least two)

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## Declaration

Please sign and check that you have included all relevant information.

By submitting this application you are confirming the following:

- That the information in this application is correct
- The details of this application have been brought to the attention of your Management Committee
- That you have the consent of your Management Committee to submit this application

Your signature:	Print name:	Date:
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The following should be completed by the Chair of your Management Committee (or another Management Committee member if the Chair has completed this form)

Signature:	Print name:	Date:
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## Data protection

We will use the personal data provided on the application form to process your application and to monitor the project. Please refer to the Privacy Notice on our website for more information: [www.westfieldparishcouncil.co.uk/council/policies/privacy-notice](http://www.westfieldparishcouncil.co.uk/council/policies/privacy-notice)

Your privacy is important to us and we would like to communicate with you about future grant funding opportunities offered by the Parish Council. To do so we need your consent. Please check the boxes below to confirm that you would like to be informed of future grant funding opportunities offered by Westfield Parish Council:

- Yes please, I would like to receive info on future grant opportunities by email

In limited circumstances, we may be required to release information, including personal data and commercial information, on request under the Freedom of Information Act 2000. If you feel that any information about your application or project should not be made publicly available, please contact us to discuss this.

## Checklist

**We cannot process your application unless you have:**

- Read and understood the [Grants Awarding Policy & Criteria](#)
- Answered every question
- Signed the form (two signatures)
- Enclosed your most recent accounts or financial information
- Enclosed a copy of your Safeguarding Policy (if appropriate)

**If you have already sent us your Safeguarding Policy with a previous application there is no need to resend unless it has been amended.**

Please return to  
The Parish Clerk, Westfield Parish Council, The Oval Office,  
Cobblers Way, Westfield BA3 3BX  
or e-mail to [council@westfieldparishcouncil.co.uk](mailto:council@westfieldparishcouncil.co.uk)

**Closing date: Friday 11<sup>th</sup> February 2022**

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