



Four Marks Parish Council Grants Policy and Application Form

1. Applications will be considered from community associations, cultural, educational, sporting, leisure and charitable organisations for financial assistance towards the expenses of the organisation.
2. Individuals and commercial organisations are not eligible for grants.
3. Applicants may be required to produce evidence demonstrating that they have attempted to obtain grants from other sources.
4. Applicants should be aware that it is unlikely that the Parish Council will approve a grant in excess of 50% of the cost of any project or activity for which support is being sought. **The applicants must show that some or all of the inhabitants of Four Marks will benefit from any grant.**
5. The Parish Council reserves the right to withhold, withdraw or recover the grant if:
 - The use for which the grant is awarded ceases.
 - The grant is not used within 12 months of receipt, unless a request is received to extend the period.
 - The aims and objectives vary to the extent that the application would not have been eligible for consideration at the time of the application.
 - The funds were not used for the purposes stated in the application, unless a letter is received and approved by the Parish Council requesting a variation in the use of the money.
6. Organisations applying for a grant for the first time will be invited to either send a written presentation or representative(s) to attend and address the Parish Council at a suitable meeting, to enable the Council to ask any relevant questions.
7. The Parish Council will not enter into any correspondence regarding decisions made by the Council, and the Council's decision shall be final.
8. Unless otherwise agreed, or not applicable, the applicant shall submit to the Parish Council an annual report or accounts which contain information as to the use of the grant within six months of the end of the organisation's financial year. It should be noted that these will be made available to the Internal Auditor upon request.

Application Form

Please complete each section in full, unless not applicable and insert N/A, as appropriate.

1. Name of Applicant Organisation:

2. Details of Applicant Organisation:

Number of members and range of age groups catered for:

Committee Chairman, Secretary, or Treasurer:

Address for correspondence and telephone number:

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..... Tel:

3. Objectives of the Organisation

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4. Please supply details of the area served by your organisation

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5. List facilities/services currently offered

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6. Details of who in the community benefits from the facilities

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7. Purpose for which financial assistance is required:

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8. Total cost of project: (show detailed cost analysis)

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9. **Amount requested from Four Marks Parish Council toward the project:**

10. Details as to how the balance of the funding requirement is to be met:

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11. Please add any further details you feel may help the Parish Council when considering this grant application

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12. If you should receive a grant, please provide payment details below (Bank account, name, account and sort code or, if payment is to be received by cheque, payee details:

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Signed:

Print Name

Date:

This application is to be accompanied by a copy of your latest set of accounts for the last twelve month period, *if appropriate*.

The Parish Office, Four Marks Sports Pavilion, Uplands Lane, Four Marks, Hampshire GU34 5AF
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