

# Four Marks Parish Council

Unit 32, Lymington Barns, Lymington Bottom Road, Medstead, GU34 5EW

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[www.fourmarksvillage.co.uk](http://www.fourmarksvillage.co.uk) Clerk to the Council: Mrs Sarah Goudie

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## Grant Application Form

1. Name of Applicant Organisation: .....

2. Details of Applicant Organisation:

Number of members and range of age groups catered for: .....

Committee Chairman, Secretary, 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 state whether your Organisation has received grant aid from any local authority including Four Marks Parish Council or other grant aid body for any purpose within the last three years. If so please provide details, dates and amounts

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12. Please state any further details if you feel may help the Parish Council to process this application for a grant

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13. If you should receive a grant, to whom should the cheque be made payable?

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

## **Four Marks Parish Council Grants Policy**

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 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.
6. When an organisation receives a grant in excess of £250 it shall be on condition that any Councillor of the Parish Council may visit the premises within six months of the grant being awarded to establish that the grant was properly used for the purposes specified in the application.
7. Organisations applying for a larger grant will be invited to send a representative(s) to address the Parish Council and answer any questions.
8. The Parish Council will not enter into any correspondence regarding decisions made by the Council, and the Council's decision shall be final.
9. Unless otherwise agreed 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 district Auditor on demand.