



SANDGATE PARISH COUNCIL

Parish Grant (Organisations) Application Form

A: APPLICATION SUMMARY

Name of organisation:

Please note: If your application is successful, cheques will be made payable to the above.

Address of organisation:

Name of contact:

Telephone:

Email:

Fax:

Address of contact (if different from above):

Reason for application – brief project/event description:

How much is requested from Sandgate Parish Council?

£

Total project/event cost (if applicable):

£

Declaration:

I hereby declare that I have the authority to submit this application on behalf of the organisation detailed above and that all information provided is true and accurate to the best of my knowledge. I agree to complete and return any forms relating to this application which are sent to me in the future:

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

Name (Block capitals):.....

Status (e.g. Chairperson, Secretary):

Please note: The information provided on this application will be held on a database and used to provide information to officers and members of the Parish Council.

B: THE ORGANISATION

Name and address of Chairperson and Secretary (if applicable):

Chairperson:

Name:

.....

Address:

.....

.....

.....

.....

.....

Daytime Telephone No.:

.....

Email:

.....

Secretary:

Name:

.....

Address:

.....

.....

.....

.....

.....

Daytime Telephone No.:

.....

Email:

.....

What is the main purpose of your organisation?:
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If your organisation is a club with membership, please provide the following details:

Membership:

Number of adult members:

11

Number of junior members:

11

Number of members resident in the Parish of Sandgate:

Number of adult members:

11

Number of junior members:

11/11/2019

Does your club charge for membership?

Yes:

10

No:

11

If yes, please supply details of the membership scheme and charges applicable:

[illegible]

What Activities are available for members?

Is club membership restricted in any way? If yes please provide details:

Is your club/body affiliated to any national or local organisation e.g. Sports Council? If yes please provide details:

Please complete parts C to E if all or part of your application is for a special project or event.

C: THE PROJECT/EVENT

Project/Event title:

Description of project/event:

What are the aims of the project/event?

If the application is for an annual or recurring local event, please answer the following additional questions:

(i) For how many years has the event run?

(ii) What was the estimated attendance at the last event, and what is the anticipated attendance at the planned event?

Attendance at last event:

Anticipated attendance at planned event?

(iii) What was achieved at the last event, which you consider to have been of benefit to the Parish?

D: PROJECT EVENT/PLANNING

1. Date that you propose to commence the project or hold the event:

2. What is the proposed duration of the project/event?

3. If the project is land or property related, what is the nature of the interest to be acquired or already held? (If leasehold, please give the length of the lease and date of termination).

4. Is planning consent required?

Yes:

No:

If yes, what is the status of your application?

Not yet submitted:

Submitted not determined:

Granted:

Planning reference number:

If planning consent has been granted are any conditions attached?

Yes:

No:

If yes, please provide details:

Yes: ☐ **No:** ☐

Yes: ☐ **No:** ☐

E: FINANCIAL DETAILS

1. Estimated total cost: £

Please detail the components of your project/event i.e. your budget or costings (submit on a separate sheet if necessary):

[illegible]

Confirmed
(tick if yes)

(i) Contribution from Sandgate Parish Council	£		A	
(ii) Contribution from Shepway District Council	£		B	
(iii) Contribution from Kent County Council	£		C	

(iv) Contribution from National Lottery:

Arts	£		
Heritage	£		
Sports	£		
Charities	£		
Millennium	£		
TOTAL NATIONAL LOTTERY	£		D

(v) Contribution from other organisations – please specify:

TOTAL OTHER ORGANISATIONS		£	E
(vi)	Contribution from fund raising events	£	F
(vii)	Contribution from your own resources	£	G
TOTAL FUNDING (Total of A – G)		£	
(to agree to total cost identified in E1)			

3. Is your organisation registered for VAT?

Yes:

☐

No:

☐

4 Does the estimated total cost of the project event include payments in kind? e.g. free labour, materials etc? If yes, please provide details below: i.e. assumed number of hours x hourly rates etc.

Total value assumed £	<input style="width: 90%;" type="text"/>
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5 Will the organisation be seeking regular help with this project/event from the Parish Council?

Yes:

☐

No:

☐

If yes, please explain why and state how much you think you will need next year and the year after:

F: SUPPORTING STATEMENT

(All applicants to complete – please continue on a separate sheet if necessary)

Why do you think the Parish Council should support this application? Please note that you are required to demonstrate a benefit to some or all of the village's residents.

G: ADDITIONAL INFORMATION

Additional information/comments

Please note that the Parish Council will take account of Best Value, its obligation to promote racial equality, its statutory powers and accounting requirements in reaching its decision. The following information (where applicable) is therefore required from all applicants for financial assistance (*before the application can be placed before the Council*). Information may be provided on a separate sheet if necessary.

1. Have you enclosed a copy of your latest audited or independently examined accounts?

YES

☐

N/A

☐

If you have ticked Not Applicable, please explain why. Failure to enclose copies of accounts may cause your application to be delayed or rejected:

2. Have you enclosed a copy of your latest bank/building society/other investment accounts statements?

YES

☐

N/A

☐

If you have ticked Not Applicable, please explain why. Failure to enclose copies of statements may cause your application to be delayed or rejected:

3. Have you enclosed a copy of conveyance/letting agreement/lease?

YES

☐

NO

☐

N/A

☐

4. Have you enclosed a copy of written permission from the owner of any premises involved?

YES

☐

NO

☐

N/A

☐

5. Have you enclosed copies of cover notes/summaries for all relevant insurances?

YES

☐

NO

☐

N/A

☐

6. Have you enclosed evidence of any other secured funding or application for any other funding?

YES

☐

NO

☐

N/A

☐

7. Please confirm that statutory obligations under the Human Rights Act have been considered. See link below:

(<http://www.direct.gov.uk/en/Governmentcitizensandrights/Yourrightsandresponsibilities>)

YES

☐

8. Please confirm that statutory obligations under the Disability Discrimination Act have been considered. See link below:

(<http://www.direct.gov.uk/en/DisabledPeople/RightsAndObligations/DisabilityRights>)

YES

☐

9. Please confirm that you have considered all health and safety issues for this project/event and carried out risk assessments for all relevant areas. See link below:
(<http://www.hse.gov.uk/pubns/raindex.htm>)

YES

☐

N/A

☐

10. Please confirm that you have considered the environmental effects of this project (e.g. carbon emissions, waste, etc.) and give brief details. See link below:
(<http://www.direct.gov.uk/en/Environmentandgreenerliving/index.htm>)

YES

☐

N/A

☐

11. The Parish Council has an obligation under s17 of the Crime and Disorder Act to consider the impact of all its functions, activities and decisions on crime and disorder in its area. What implications will your project have for this requirement and how in particular will it assist the Parish Council to meet its obligation? See link below:
(<http://www.crimereduction.homeoffice.gov.uk/legislation26.htm>)

12. Grants are normally given conditionally on the organisation's agreement to allow its details to be used in the Parish Council's website, publications and other materials. Do you agree for your organisation's details to be included? (Please note that personal and financial details will not be published.)

YES

☐

13. Grants are normally given conditionally on the organisation's public acknowledgement of the Parish Council's assistance. How do you intend to do this? (Please note that you may be required to provide copies of relevant publicity materials.)

Please return your completed form to:

Mrs A Oates
Parish Clerk
Sandgate Parish Council
James Morris Court
Sandgate High Street
Sandgate
CT20 3RR

Tel: (01303) 248563

Email: sandgateparish@tiscali.co.uk

Please note that applications may be submitted by fax or email but must be signed before any approved funding can be released.