

## APPLICATION FOR GRANT AID

Thank you for your interest in applying for a grant from Hambleden Parish Council. Please read the grant policy below before starting to fill in the form.

If you require any advice or guidance, please contact Hambleden Parish Council on 01494 881 483 or [clerk@hambleden.org.uk](mailto:clerk@hambleden.org.uk)

Completed forms to be returned by email or to – Hambleden Parish Council, The Chimes, Park Lane, Lane End, High Wycombe, Buckinghamshire HP14 3LB.

### HAMBLEDEN PARISH COUNCIL GRANTS POLICY

Grants will usually only be made to charities, voluntary organisations or constituted groups for the benefit of the area covered by the Parish Council and that will contribute positively to the life of people living, working and visiting the areas of Hambleden, Frieth, Skirmett, Fingest, Rockwell End, Colstrove, Mill End, Parmoor and Pheasants Hill. The application form is designed to show general indication of need, but is not limited and can be flexibly applied. Please be aware that you may be required to attend a parish council meeting to answer any further questions that the parish councillors may have.

1. Grants will not be made to :
  - Organisations or individuals that discriminate on the grounds of race, religion, age, gender, trans-gender, sexual orientation, marital status, pregnancy or any disability.
  - Private organisations operated as a business to make a profit or surplus.
  - “Upward funders”, i.e. local groups whose fund raising is sent to their central HQ for redistribution.
  - Organisations who wish to pass on money to other individuals or groups.
  - Political organisations or projects.
2. Grants will not normally be made for ongoing running costs. Where an application is for running costs, the applicant should detail the plans to find future running costs from alternative sources. Where grants for running costs are made, no guarantee of future funding is implied.
3. In the case of a less formal group, a named organiser should be nominated by the group to act as treasurer for the purpose of the grant administration and to receive the grant on behalf of the group. These arrangements should be minuted at the group’s meeting and a copy of the minutes supplied to Hambleden Parish Council.
4. The Parish Council will only consider an application if accompanied by the required financial and organisational information.
5. The Parish Council will only provide one grant per group or organisation in each financial year, unless clear, exceptional circumstances are demonstrated.
6. The Parish Council will not make grant funding on a retrospective basis.
7. Community grant applications are reviewed by the Parish Clerk, and then formally referred to an ordinary Parish Council meeting for a decision.

## **Hambleden Parish Council**

### **Application for Grant Aid**

Hambleden Parish Council has a pot of money called the Film Fund, which is made up from donations from production companies who have used locations in the parish for filming as a thank you to residents for the potential inconvenience they can cause. This money is held by the parish council and used for the benefit of parish organisations, for activities and projects of benefit to all parishioners in the civil parish of Hambleden.

We want to make sure the money is used in the best possible way on behalf of **all** residents. Please be aware that in the context of the parish council, Hambleden also includes Frieth, Skirmett, Fingest, Rockwell End, Colstrove, Mill End, Parmoor and Pheasants Hill.

Please provide the information requested below to enable us to do this. You should submit the application **at least four weeks** before you require the funding.

#### **YOUR ORGANISATION**

1. Name of organisation

2. Are you a Community group / club / society / registered charity (please delete)

3. Contact details of person making the application  
Name

Address

Telephone

Email

Role (chairman, treasurer)

4. What are the aims of the organisation?

5. What are its main activities?

6. Are you applying for a grant for a one-off activity or project?

7. Are you likely to request funding for similar costs on an annual basis?

(If this application is granted, you may be able to submit a briefer application in future years. Please keep a copy of this application as you will need to refer to it if you wish to apply again.)

## **YOUR ACTIVITY/PROJECT**

8. For what purpose will the grant be used?

9. How will this grant benefit the residents of Hambleton parish?

10. How much will this project/activity cost? (You may be asked for quotes/estimates)

11. How much are you requesting from the parish council?

12. Where will the remainder of the money come from? (Eg your own reserves, fundraising, other grants)

13. When will the grant be required?

14. If you are successful, who should the cheque be made payable to?

Please provide the following:

Copy of the Constitution of the organisation

Copy of the most recent Audited Accounts and Balance Sheet

Other supporting documents eg plans, quotes, photos

**I submit this application on behalf of the stated organisation and believe all statements made or enclosed to be true.**

Signed:

Date:

Please return the completed form with supporting documents to:

Mrs Lorna Coldwell, Clerk – Hambleden Parish Council, The Chimes, Park Lane, Lane End  
High Wycombe, Bucks HP14 3LB

[clerk@hambleden.org.uk](mailto:clerk@hambleden.org.uk)