



CRANLEIGH PARISH COUNCIL

Council Offices,
Village Way,
CRANLEIGH,
Surrey,
GU6 8AF
Tel. 01483 272311
Fax 01483 277573
E-mail Clerk@cranleighpc.org

APPLICATION FOR GRANT

Please read our Grants and Donations Policy before completing this form.

When the form has been completed, please return to the Clerk at the address above.

APPLICATION DETAILS

Organisation Name	
Contact Name	
Position in Organisation	
Organisation Address	
Post Code	
Contact Telephone No	
Registered Charity	YES / NO

PROJECT DETAILS

Project Name		
Project Location		
Project Start Date		
Project End Date		
Total Cost of Project:	£	
Amount Requested*	£	Percentage of Project Cost%

*Where the amount requested is in excess of £500 kindly advise	
The current level of Reserves held	£
What is the applicants policy for use of those Reserves? <i>[brief outline to be given]</i>	

PROJECT COSTS

Has a grant been paid by this Council previously ?	YES / NO
If YES give details:	
Do you have funding from other authorities ?	
If YES give details	
Have any fundraising activities been arranged ?	YES / NO
Any other relevant additional information to support the request:	

GRANT DETAILS

<i>What is the Grant required for ?</i>	
<i>Project Aims [one/two sentences stating overall aim]</i>	
<i>Project Objectives [state three/four key objectives]</i>	

<p><u>Project Description</u> [outline a clear description of the project]</p>	
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<p>Implementation</p>	
<p>Which Organisation will be responsible for implementation of the project?</p>	
<p>If land/property is involved</p>	
<p>Has permission been obtained ?</p>	
<p>Are there any current contracts or leases which may be affected ?</p>	
<p>Who owns the land ?</p>	
<p>Are any other consents required?</p>	

<p>Timings</p>	
<p>When is the grant required by?</p>	
<p>Timetable [kindly provide a timetable to implement the project]</p>	
<p>Date</p>	<p>Milestone</p>

COMMUNITY PARTNERSHIPS

How will the project give prompt and tangible benefit the local community ?
Who and how many of the local community will benefit ?
How do you know there is a need for this project ?

DECLARATION

I hereby certify that the details supplied in this application are correct and the following information is enclosed (as applicable).

A location plan or site plan	YES/NO
Copy of organisation's latest audited accounts	YES/ NO
Copy of constitution or set of rules	YES/NO
Evidence of any permissions or consents	YES/NO
Estimates/quotations to support the request (Projects over £1,000 require evidence that three estimates/quotations have been sought. Projects under £1,000 require evidence of two estimates/quotations	YES/NO

Signed:	Date:
Position in Organisation:	