

# TANGMERE PARISH COUNCIL



## GRANT APPLICATION FORM

### [1] CONTACT DETAILS OF YOUR ORGANISATION

Full name of the organisation:		
Date organisation established:		
Type of organisation (tick one box):		Title:
Registered Charity:	Un-registered Charity:	Full Name:
Society:	Community Interest Co:	
Community Group/Club:	Charitable Incorporated Organisation:	Position in Organisation:
Company or Charity? Please provide the Registration Number:		
Other (eg, Parish Council/Local Authority etc)		Contact Details:
		Telephone:
		Email:
Official Address of the organisation:		Contacts Address:
Postcode:		Postcode:

Does the applicant, whether as individuals or as an organisation, have a connection to or a relationship with Tangmere Parish Council, its staff or Councillors? Y/N

If yes please describe the nature of the connection or relationship below:

- Councillor
- Employee
- Personal relationship with Councillor or employee ie relative, spouse
- Colleague
- Supplier/Contractor
- Other – please give details

**Note applications will not be valid without the final signed document.**

- I confirm that the group named has authorised me to sign this declaration on their behalf.
- I certify that the information given in this application is true to the best of my knowledge.
- I declare that should a grant be awarded, the money will be used solely for the purposes outlined in the application.
- I understand that should any proposed event not proceed, any grant funds awarded must be returned to Tangmere Parish Council with 6 months of the proposed event date.
- I confirm that I have obtained all necessary permissions, including but not limited to, planning, land usage and licensing, where appropriate.

Note: to comply with the Data Protection Act 2018 we require you to sign this document to give consent for your application details, including contact information, to be retained by Tangmere Parish Council. The information will only be retained and used in connection with your grant application and not for any other purpose. We confirm that your information will not be shared with any other organisation unless we are required to do so by law.

Signature:	Date:
Name:	Organisation:

Please return this form and supplementary information to:  
 Clerk/RFO, Tangmere Parish Council, Tangmere Village Centre, Tangmere  
 West Sussex PO20 2HS  
[office@tangmere-pc.gov.uk](mailto:office@tangmere-pc.gov.uk)

The bi-annual deadlines are 30<sup>th</sup> April and 31<sup>st</sup> December yearly.

Grants awarded will be paid by BACS	
Name of Bank/Building Society:	
Address of Bank/Building Society:	
Sort Code:	
Account Number:	

For Office use only:  
 Approved?

YES	Meeting Date:	Minute Number:	BACS Payment Date:
NO	Deferred to meeting date/further info:		

[B] DETAILS ABOUT YOUR ORGANISATION

<p>Please describe in brief, what your organisation does and how it functions. (what are its aims, objectives and structure/membership requirements &amp; numbers/achievements to date) <i>Please attach a copy of your consultation/terms of reference/operating document &amp; note whether information about the organisation is available to the public.</i></p>
<p>What does your organisation do within the community? How is it part of Tangmere?</p>
<p>Please provide financial details about your organisation. (Estimated annual turnover of your organisation/how much do you raise/ how do you spend your money) <i>Please attach a copy of your latest annual financial accounts. If these are not available, please provide year-to-date information on income including donations and expenditure including actual and planned.</i></p>

[C] PROJECT/INITIATIVE DETAILS

<p>Please describe the proposed project/initiative. Who is it aimed at? What will it achieve?</p>

Please indicate how the project/initiative will be promoted to raise awareness amongst Tangmere residents.

Please describe how the project/initiative will meet community needs.

**[4] PROJECT FUNDING AND MANAGEMENT**

Total proposed cost of project/initiative:		£	
Please give a breakdown of the proposed expenditure below:			
Materials (please detail):	Equipment/Tools (purchase):	Equipment/Tools (hire):	Consultants:
Planning Application:	Contractors:	Staff:	Other (please give details):

Total contribution requested from Tangmere Parish Council:	£
Please give a breakdown of how the project/initiative will be implemented including ongoing management and how success will be measured:	

[5] FURTHER INFORMATION

What has your group done to raise finances so far this year
Has your organisation applied for any other funding from other sources? If so, please give details of where you have applied, how successful you were and how much was given.

<p>What contribution, if any, has your group put into the project/initiative for which you are seeking a grant? You may include volunteer time.</p>	
<p>If the project/initiative is a fundraising activity or results in a funding surplus, please indicate below how the funds generated will be allocated.</p>	
<p>Retained to fund specific services. Describe:</p>	
<p>Retained as reserves against future projects:</p>	
<p>Donation to outside group or organisation. Identify:</p>	

Please feel free to continue any part of your application on another sheet of paper if necessary, marking clearly the section to which it relates. Do not forget to sign the application on Page Two.

Adopted 21 March 2024