WHITEHILL
TOWN COUNCIL
Serving Whitehill & Bordon

APPLICATION FORM FOR GRANT AID

MANDATORY: PLEASE READ INSTRUCTIONS BELOW PRIOR TO COMPLETING THIS APPLICATION FORM:

- Please ensure that you use the Application Form currently provided on our website: http://www.whitehilltowncouncil.gov.uk/finance/grants
  Alternatively, contact the Whitehill Town Council (WTC) office on 01420 473123 or email info@whitehilltowncouncil.gov.uk to request an application form. WTC **WILL NOT** accept applications submitted on any other application form.

- Please complete all sections of this Application form in full.

- '**SECTION 5 – SUPPORTING DOCUMENTATION REQUIRED'**: all supporting documentation requested is to be provided, if applicable, or a reason given for non-inclusion of the documentation to support the application.

- Please ensure that the Application Form and all the supporting documentation are submitted together and on time to meet the specified closing date for applications, as stated in the **'Policy for the Provision of Grant Aid'**. ***PLEASE NOTE:*** *WTC* ***WILL NOT*** *follow up on any incomplete applications submitted for consideration.*

- When providing the information requested, please refer to our GDPR statement at the bottom of this application form.

- **PLEASE NOTE:** An organisation can apply up to £5,000.00 (five thousand pounds) any one financial year.

SECTION 1 – APPLICANT CONTACT DETAILS	
NOTE: *please do not provide personal contact details as all the information and supporting documentation provided as part of this grant application will be displayed on WTC's website in the public domain.*	
Name of Organisation:	
Organisation Contact:	
Position held in organisation:	
Organisation business address:	
Postcode:	
Organisation Telephone No:	
Organisation Email:	
Organisation Website:	
Organisation Charity Number:	

SECTION 2 – GRANT DETAILS	
Amount of Grant Requested:	
Reason(s) why grant aid funding has been requested:	
How would this project/grant funding benefit the local area?(*see also under Section 5*)	
Estimated number of users/ beneficiaries in the Parish of Whitehill and Bordon: (*see also under Section 5*)	
Estimated number of users/ beneficiaries from outside the Parish of Whitehill and Bordon (*if applicable) (see also under Section 5*)	

SECTION 3 – DETAILS OF MATCH FUNDING			
Organisation	**Purpose of Application**	**Amount requested**	**Status of Application: (pending / awarded / rejected)**
	Total:		

SECTION 4 – ADDITIONAL INFORMATION TO SUPPORT THIS APPLICATION

Please provide additional information to support your Grant Aid request: (*minimum of 250 words)*

SECTION 5 – SUPPORTING DOCUMENTATION REQUIRED *(to be completed in full)*		
	Included ✓ or X (provide *update opposite*)	**N/A and/or reason(s) for non-inclusion of documentation**
Constitution or Membership Rules.		
Audited Accounts and Balance Sheet from the previous year.		
Cash Flow Projection for the current year.		
A Business Plan to include a forecast of sustainability.		
Child Protection Policy and/or Vulnerable Adults Protection Policy or Safeguarding Policy (*for projects working with children and/or vulnerable people*).		
Evidence to show previous awarded WTC grant funding has been spent and on what.		
Evidence to demonstrate how this project/funding would benefit the area and how many residents would benefit (Section 2 also refers).		
Demonstrate evidence of value-for-money (please provide a minimum of two estimates or quotations).		

SECTION 6 - DECLARATION	
I declare that all the information provided as part of this grant application form is true and correct to the best of my knowledge. I understand that any false or misleading information provided may render this application invalid.	
Signed (electronic signature): *	
Print Name:	
Date:	

GENERAL DATA PROTECTION REGULATIONS (GDPR) *

Please tick (✓) in the box below to confirm that you have read and understood the following GDPR statement:

The information you have provided on this form, including all the supporting documentation, will be processed and stored in accordance with Whitehill Town Council's GDPR policy so that it is possible for Whitehill Town Council to contact you for the purpose of this grant funding application.

By providing this information to Whitehill Town Council you are giving your consent for all data received to be stored and used by Whitehill Town Council. This data will be displayed on our website for members of the public to review prior to the Executive Committee Meeting when the grant applications will be considered, to comply with the Local Government transparency code 2015.

This data will not be provided to any other third parties or be used for any purpose other than that for which it was provided. This information will be stored for audit purposes by Whitehill Town Council if a grant award has been made, otherwise this information will be deleted following consideration at an Executive Committee Meeting.

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By ticking this box I confirm that I have read and understood the above GDPR statement in relation to this Grant Application and supporting documentation.

COMPLETED APPLICATIONS TO BE EMAILED TO: (ALTERNATIVELY POSTED) – to meet the closing date for applications:
Email: info@whitehilltowncouncil.gov.uk Alternatively by post or hand delivered to: Whitehill Town Council Council Offices Forest Community Centre Pinehill Road Bordon Hampshire GU35 0BS