

# ALBRIGHTON AND DONINGTON PARISH COUNCIL

## COMMUNITY GRANT APPLICATION FORM

### Introduction

Please read through [Albrighton and Donington Parish Council's Grant Application Guidance Notes](#) **before** completing the application form. All Grant Application documents can be found on the Parish Council's website: [www.albrightondonington-pc.gov.uk/grants](http://www.albrightondonington-pc.gov.uk/grants)

Please note that grants are awarded based on individual merit, and our budget does not allocate a fixed amount of money to specific groups or individuals in advance. Funding requests will be evaluated on a case-by-case basis, considering the specific needs and objectives of each request. It is important to understand that the availability of funds is not predetermined, and all requests will be reviewed to ensure they align with the overall priorities and goals.

*Please note that the Parish Council reserve the right to reject your application on the grounds that insufficient information has been provided.*

### How to complete:

Please download this form onto your computer and either:

- Complete it **electronically**, save a copy as a word document and email it back as an attachment with corresponding documents to support your application, OR
- Print a copy and clearly **write** in the text boxes, scan or photograph your completed application and:
- **Email** it back as an attachment with corresponding documents to support your application, OR
- **Post** it or hand it into Albrighton and Donington Parish Council Office, Library Building

### Which sections should I fill in:

If you are applying to the Parish Council for a Grant to fund one project/activity for the year, please complete *Section A, B and D*.

If you are applying for a Grant to fund multiple projects/activities for the year, please complete *Section A, C and D*.

### Key dates:

The Council three times yearly in May, September and January welcomes applications for consideration. Applications outside of this time will not be considered until the next financial year. Please refer to our website for deadline dates.

## **Section A - Organisation's Details**

<b>Name of Organisation</b>			
<b>Address of Organisation</b>			
<b>Contact Name</b>		<b>Address</b>	
<b>Telephone Number</b>		<b>Email address</b>	
<i>(If you'd prefer not to be contacted personally about the application, please provide your organisation's phone number and/or public email address.)</i>			
<b>What's your position within the organisation?</b>			
<b>What type of organisation are you?</b>		<b>Please leave details if 'other' or registered charity number</b>	
Other (please specify)			
<b>Does your group have public liability insurance?</b>			
Yes <input type="checkbox"/>		No <input type="checkbox"/>	
If no, please explain why			
<b>Does your bank mandate require two signatures to authorise payments?</b>			
Yes <input type="checkbox"/>		No <input type="checkbox"/>	
If no, please explain why			
<b>Please give details about your organisation</b>			
<i>Example: Include the date your organisation was formed; what the group provides to the community and any useful information you feel is appropriate.</i>			
<b>Data Use Statement</b> Personal data received via this application form will be processed in accordance the UK General Data Protection Regulations. Albrighton and Donington Parish Council will store and use the personal details provided here solely for administration. Personal details will never be passed onto third parties for other purposes. we will use details relating to your group for the following ways: <ul style="list-style-type: none"> <li>To manage your application for funding.</li> <li>To use the data provided to issues cheques to successfully funded groups.</li> <li>To produce lists of successfully funded organisations. No information relating to individual members of your group will be divulged.</li> </ul>			
<b>Please tick to confirm</b>		If you have provided personal details such as your home address, personal phone number and email, please tick to confirm the following:	
<input type="checkbox"/> I confirm that details provided are accurate to my best knowledge and I am happy for the organisations data to be stored and shared to relevant parties within Albrighton and Donington Parish Council to process my application.		<input type="checkbox"/> Yes, I am happy for my personal details to be shared with councillors	<input type="checkbox"/> No, I do not want my personal details shared with councillors

## **Section B – Grant for one project/activity for the Financial Year**

How much money are you applying for from Albrighton and Donington Parish Council?	
What is the total project cost? <i>(Please note the Council may not pay the full amount of the project)</i>	
Please give details about the project/activity intended to use this grant for	

In the event that the whole amount requested is not granted, how will the remaining balance be met? <i>i.e. another Council, fundraising, partially paid</i>	
If applying for grants from other organisations, how much is being awarded? (total sum)	
What is the name(s) of the organisation(s) providing the funding?	
Please provide in detail how this grant would directly benefit the residents of Albrighton? E.g., include the number of members who are residents of Albrighton or how this would improve the community of Albrighton	
Has your organisation been funded (grants or otherwise) by Albrighton and Donington Parish Council in the past year?	If yes, please specify
	Date
	Amount

## **Section C – Grant for multiple projects/activities/events for the Financial Year**

How much money are you applying for from Albrighton and Donington Parish Council?		
What is the total cost of the projects/activities/events? <i>(Please note the Council may not pay the full amount of the project)</i>		
Please provide details of the projects, activities, or events intended for this grant, including the estimated costs for each, based on the organisation's plans for the year.		
In the event that the whole amount requested is not granted, how will the remaining balance be met? <i>i.e. another Council, fundraising, partially paid</i>		
If applying for grants from other organisations, how much is being awarded? (total sum)		
What is the name(s) of the organisation(s) providing the funding?		
Please provide in detail how this grant would directly benefit the residents of Albrighton? E.g., include the number of members who are residents of Albrighton or how this would improve the community of Albrighton		
Has your organisation been funded (grants or otherwise) by Albrighton and Donington Parish Council in the past year?	If yes, please specify	
	Date	Amount

## **Section D - Confirm your details**

This section is to be completed by **ALL** applicants for Grant Funding.

We, the undersigned confirm that we are making this application on behalf of the organisation and that we are a properly constituted group. I confirm that I have enclosed (please tick to confirm)
<input type="checkbox"/> Latest Bank statement (must be within the past 3 months of the current date) <input type="checkbox"/> Your latest set of accounts <input type="checkbox"/> End of year accounting summary (for previous year) <input type="checkbox"/> Quotations, invoices, orders or other supporting costing documents <input type="checkbox"/> Forecast summary of events and activities (if applying to section C)

Date of Request:	
Please provide bank details of your organisation should the Grant Application be awarded: (Please note this information will not be shared outside of Albrighton and Donington Parish Council Office)	
Name of Organisation on Bank Account	
Sort Code	
Account Number	
Completed by Chairman of organisation (Print Name): Signed: Date:	Witnessed by Treasurer of organisation (Print Name): Signed: Date:
Please read the below statements and tick to confirm.	
I confirm by signing this Community Grant Form on behalf of the organisation I agree to, and will abide by, the terms and conditions of Albrighton and Donington Parish Council for the Community Grant Fund. I understand that failing to submit documentation requested to process my grant application may result in the Grant Funding being refused.	<input type="checkbox"/>
We acknowledge that Albrighton and Donington Parish Council requires mandatory feedback on how the grant has been utilized. As such, we are responsible for submitting a concise report, along with supporting evidence, detailing how the funds were used. This may include photographs or a summary of expenditures, to be provided within six months of the project's completion.	<input type="checkbox"/>

Please return your completed grant application form and accompanying documents to <a href="mailto:jocox@albrightondonington-pc.gov.uk">jocox@albrightondonington-pc.gov.uk</a> or by post to Albrighton and Donington Parish Council, Library Building, Station Road, Albrighton, near Wolverhampton, WV7 3QH
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**END OF APPLICATION FORM.**

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**This section is to be completed by Albrighton Parish Council Office only. If printing your application form, please ensure that this section is printed alongside.**

For office use only		Notes	
Date received at Albrighton Parish Council Office			
	Yes		No
End of year accounting summary (for previous year)	<input type="checkbox"/>		<input type="checkbox"/>
Latest set of accounts showing current assets and bank balances at the most recent year end	<input type="checkbox"/>		<input type="checkbox"/>
Latest bank statement	<input type="checkbox"/>		<input type="checkbox"/>
Quotations, invoices, orders or other supporting costing documents	<input type="checkbox"/>		<input type="checkbox"/>
Forecast summary of events and activities (if applying to section C)	<input type="checkbox"/>		<input type="checkbox"/>