



## CRANLEIGH PARISH COUNCIL

Council Offices,  
Village Way,  
Cranleigh,  
Surrey,  
GU6 8AF  
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### 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% |

|   |   |
|---|---|
| <b>*Where the amount requested is in excess of £500 kindly advise</b>                           |   |
| The current level of Reserves held  | £ |
| What is the applicants policy for use of those Reserves?<br><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**

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

|  |  |
|--|--|
| <p><i>Project Description [ outline a clear description of the project ]</i></p> |  |
|--|--|

|  |  |
|--|--|
| <p><b>Implementation</b></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><b>Timings</b></p>  |                         |
| <p>When is the grant required by?</p>                                    |                         |
| <p>Timetable [ kindly provide a timetable to implement the project ]</p> |                         |
| <p><b>Date</b></p>   | <p><b>Milestone</b></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<br><br>(Projects over £1,000 require evidence that three estimates/quotations have been sought.<br><br>Projects under £1,000 require evidence of two estimates/quotations | YES/NO  |

|                           |       |
|---------------------------|-------|
| Signed:                   | Date: |
| Position in Organisation: |       |