

BROCKENHURST PARISH COUNCIL

The Parish Council Office
70B Brookley Road, Brockenhurst SO42 7RA.
T: (01590) 622829
W: www.brockenhurst.gov.uk
E: clerk@brockenhurst.gov.uk



Application for a Parish Council Grant

Community organisations are welcome to apply for a grant from Brockenhurst Parish Council by completing this form, as fully as possible, and returning it to the Parish Clerk.

Grants will not be provided to individuals or to commercial enterprises, and the project must benefit residents of this Parish (see below – page 3 - for further information).

Please also provide a copy of your organisation's constitution and latest set of your annual accounts. If your organisation does not prepare annual accounts, copies of the bank statements covering the previous six months may be requested.

1	Name of organisation	
2	Name, Address and Status of Contact	
3	Mobile/Telephone no.	
4	Email Address	
5	Is the organisation either voluntary or charitable?	Yes / No Registered Charity no. (if applicable)
6	Please provide a copy of your constitution or business plan.	
7	Approximately how many people in Brockenhurst will benefit from and/or attend your organisation/ activity?	
8	How does your organisation/ activity benefit the residents of Brockenhurst?	

9	Details of the project, activity, or service to be provided and how it will benefit the community.	
10	a) Proposed starting date of project, activity or acquisition date of equipment.	
	b) Estimated completion date or length of time for the project or activity.	
11	Please give details of other sources of fundraising/ grants awarded or applied for.	
12	Amount of grant requested from Brockenhurst Parish Council	

Applications are considered by the Policy, Resources & Finance Committee who meet four times a year (see website for dates). Grant recommendations are made to the next appropriate Full Council meeting and applicants will be advised of the decision following this.

Guidance Notes for Completing the Grants to Local Organisations

Not all the questions contained in this application form are relevant to all local organisations or have enough space for adequate explanation. As such, the Council welcomes any supporting information which you believe will better explain and assist your application. If there is insufficient space on any part of the application form, please indicate and attach a separate note.

When making your request, the Council particularly encourages applications for specific one-off costs or projects. However, the Council may consider repeat funding or revenue costs for exceptional projects.

All applications must include a copy of the organisation's constitution or business plan.

All applications for grant funding must declare any other grants that have been received in connection with the same application.

Requests for grants will only be considered from:

- An organisation or association serving the needs of the residents of the Parish of Brockenhurst
- An organisation or association serving a specific demographic of the community in the Parish of Brockenhurst.
- An award of a grant must give direct benefit to all or some of the residents of the Parish of Brockenhurst.

The Council as a body does not affiliate to any political party or religion therefore will not provide grant aid to support any religious group or activity in the village.

By law, the Council cannot offer financial assistance to any political party.

You will be informed in writing whether your application has been successful. (At that time, you will be asked for bank account details.)

If you have any queries or wish to discuss the application, please contact the Parish Council Office on 01590 622829 or email clerk@brockenhurst.gov.uk.

HOW WE USE YOUR PERSONAL INFORMATION

The information provided by the local organisation will be used by Brockenhurst Parish Council to contact the organisation about the application. The information will not be disclosed to third parties except as described as follows. The Council may check information provided by the organisation, or information about the organisation provided by a third party, with other information held by the Council. The Council may also obtain information from certain third parties or share your information with them in order to verify its accuracy, prevent or detect crime, protect public funds or where required by law.

For further information, go to the Council's website www.brockenhurst.gov.uk or email clerk@brockenhurst.gov.uk.