



# Wendover Parish Council

The Clock Tower, High Street, Wendover, Aylesbury,  
Buckinghamshire, HP22 6DU  
01296 623056 | clerk@wendover-pc.gov.uk

## GRANT APPLICATION FORM

Name of Organisation	<input type="text"/>
Official/Registered Address of the Organisation	<input type="text"/>
Address to which correspondence should be sent if different from above	<input type="text"/>
Organisation/Club	<input type="text"/>

## Contact Details of the Person Completing This Application

Contact Name	<input type="text"/>
Position Held	<input type="text"/>
Daytime Telephone No.	<input type="text"/>
Email Address	<input type="text"/>
When was your organisation established?	<input type="text"/>

What is the legal status of your organisation? (Please Tick One)

a) Unregistered Voluntary or Community Organisation	<input type="checkbox"/>
b) Registered Charity in England or Wales	<input type="checkbox"/>
c) Waiting to Be Registered as a Charity	<input type="checkbox"/>
d) Charity Recognised by HMRC in Scotland or Northern Ireland	<input type="checkbox"/>
e) Exempt/Excepted Charity Registered in England and Wales	<input type="checkbox"/>



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Registered Charity No.  
(if applicable)

What does your  
organisation do?

How many people are involved in your organisation?

Committee/Board

Paid Workers

Volunteers

Has your organisation received a grant from WPC before?

Yes

No

If yes, please state when the last grant was given and what it was for?

## Project Details

Project Description (Please give start and end dates).



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Project Benefits in Relation to Wendover, Its Residents and Visitors

How will you know if you have achieved what you set out to do?

How will you publicise that the project has been (part) funded by Wendover Parish Council?

How will you demonstrate to WPC that the project has been a success?

## Equal Opportunities

Equal Opportunities seek to help all people receive fair and equitable access to the services our organisations provide. The Council has a legal duty to promote equality whether on grounds or race, disability, age, gender and other grounds where good relations and the elimination of discrimination can increase opportunities.

Does your organisation have an Equal Opportunities Policy?  
If yes, please enclose a copy.

Yes

No



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## Financial Information

**You Must Include a Copy/Extract of Your Organisation's Latest Annual Accounts With This Application**

Please Give a Breakdown of Total Costs for the Project (relevant items can be grouped):		
Item	Detail	Cost £
<b>Total cost of project £</b>		
<b>Grant request total £</b>		

If your reserves or surplus are more than the amount of grant you want, please explain why you are making this application?



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**Please attach an additional sheet(s) (if required) to include any other supporting information in respect of this application. Please note that we cannot process your application unless you have included:**

- A copy of your constitution or set of rules for your organisation
- Information about your finances such as audited accounts/ 2 years of income & expenditure records or copies of bank statements for new organisations
- Evidence of appropriate insurance
- Relevant policies (your organisation must agree with the Wendover Parish Council Anti-bribery policy and must have an Equal Opportunities policy at minimum)
- Appropriate signatures

## Declaration

Please read the following declaration carefully and sign it. The conditions will apply to you if your application for a grant is successful.

I accept the following conditions will be attached to any funding received:  
All of the organisation’s promotional material will acknowledge the support of Wendover Parish Council. If the Council logo is to appear on your literature, assistance on correct usage can be obtained from the Clerk’s office on 01296 623056 or email clerk@wendover-pc.gov.uk.

**We confirm that the information given in this application is correct. We understand that we will be required to submit a brief report within 6 weeks of the completion of the project, including photographs where appropriate if applying for a grant over £1000. We agree the information about the funded project may be included in Wendover Parish Council’s publications, website and social media.**

Signed		Signed	
Date		Date	
Name		Name	
Position		Position	

Wendover Parish Council is a data controller under the Data Protection Act. We hold information for the purposes specified in our nomination to the Information Commissioner and may use this information for any of them. We may obtain information about you and others, or we may give information to them. If we do it will only be as the laws permits, to check the accuracy of information, prevent fraud or detect crime or to protect public funds.