



# COLNEY HEATH PARISH COUNCIL

Highfield Park Office  
 Highfield Park Visitor Centre  
 Hill End Lane  
 St Albans  
 Hertfordshire AL4 0RA  
 Tel: 01727 825314 Email: [clerk@colneyheathparishcouncil.gov.uk](mailto:clerk@colneyheathparishcouncil.gov.uk)

Colney Heath Village Office  
 83 High Street  
 Colney Heath  
 Hertfordshire AL4 0NS

## GRANT APPLICATION FORM 2019/20

### General information

Colney Heath Parish Council has a limited budget to make grants on a discretionary basis to voluntary organisations and community groups that provide services that benefit the economic, environmental and/or social well being of residents of the Parish of Colney Heath. This includes, but is not limited to:

- Capital grants for equipment
- Revenue grants to pay running costs and salaries for one year
- Funding for particular events
- Funding for particular projects

In deciding on the allocation of grants, the Parish Council will take into account the financial status of the organisation/group and who in the community will benefit from the grant.

**To enable the Parish Council to make this assessment, please provide as much information as possible in order to support your application. Where information has been requested please indicate that the information asked for has been enclosed on the application.**

**Deadline for submission of first round applications is Monday 25<sup>th</sup> February 2019. Grants will be considered at the March and November Parish Council meeting.**

| <i>Please provide a name and contact details of the best contact for your organisation</i> |   |                 |               |
|--|---|-----------------|---------------|
| <b>Name of the organisation/group</b>  |   |                 |               |
| <b>Grant requested in £'s</b>  | £   |                 |               |
| <b>Name of representative filling in form</b>  |   |                 |               |
| <b>Address of Applicant</b>  |   |                 |               |
| <b>Telephone</b>   | <b>Home</b>   | <b>Business</b> | <b>Mobile</b> |
| <b>Email</b>   |   |                 |               |
| <b>Data Protection Act</b>   | All the information you enter on the application form will be stored and held in accordance with General Data Protection Act 2018 and used by Colney Heath Parish Council only for the purpose of analysing and recording grants. |                 |               |

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| <i>Please give us details of your organisation/group if applicable</i>   |                 |                                  |
|--|-----------------|----------------------------------|
| <b>Where does the organisation meet?</b>   |                 |                                  |
| <b>What are the aims of the organisation? How do these aims benefit the economic, environmental and/or social well-being of residents of this Parish?</b>                    |                 |                                  |
| <b>Approximately how many and what type of Colney Heath Parish residents will benefit from the grant? (Please give a realistic figure and explain in words)</b>              |                 |                                  |
| <b>How would the grant benefit the local Community within the Parish?</b>  |                 |                                  |
| <b>If you are an educational, health or social group/organisation please describe how you are working in partnership with other groups?</b>                                  |                 |                                  |
| <b>What areas within the Parish will the money be felt the most?</b><br><br><b>Colney Heath Village, Sleapshyde, Hill End, Highfield, Tyttenhanger, Smallford, Oaklands.</b> |                 |                                  |
| <b>Are you a registered charity?</b>   | <b>Yes / No</b> | <b>Registered charity number</b> |
|  |                 |                                  |

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***Please tell us the amount that you are applying for and how the money will be spent.  
Please provide as much supporting information as you can.***

|   |  |
|---|--|
| <b>How will the money be spent?</b>   |  |
| <b>Copies of quotes or other relevant documentation have been attached? Please note what is attached.</b>   |  |
| <b>Please provide a copy of your latest audited accounts – confirm here these are attached.</b>   |  |
| <b>Please provide a copy of your written &amp; approved aims, objectives, constitution and membership notes – confirm here these are attached</b> |  |
| <b>Please describe the governance and management arrangements for your organisation.</b>  |  |
| <b>What is the organisation's estimated income and expenditure for the year?</b>  |  |
| <b>Have you applied for any other grants in this financial year? Please provide details.</b>  |  |
| <b>Describe the extent to which funding has been sought and/or secured from fund-raising activities or detail any planned fundraising</b>         |  |
| <b>Please confirm that there is a bank account in the name of the organisation which 2 authorised reps are required to sign</b>                   |  |

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**Any further information in support of your application**  
**Include separate sheets in necessary**

**I confirm that, as far as I know, the information contained in this application is true and accurate.**

**Signed**.....

**Name**.....

**Position in the organisation**.....

.....(date)

**Please return the completed form, together with supporting information, to:**

Clerk of the Council, Lisa Chaplin, Highfield Park Office, Highfield Park Trust Visitor Centre, Hill End Lane, St Albans, AL4 0RA or by email to [clerk@colneyheathparishcouncil.gov.uk](mailto:clerk@colneyheathparishcouncil.gov.uk) **no later than Monday 25<sup>th</sup> February 2019**