

COLNEY HEATH PARISH COUNCIL

Highfield Park Visitor Centre

Hill End Lane

St Albans AL4 0RA

Tel: 01727 825314

Email: clerk@colneyheathparishcouncil.gov.uk



GRANT APPLICATION FORM 2022-23

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.

<i>Please provide a name and contact details of the best contact for your organisation</i>	
Name of the organisation/group	
Grant requested in £'s	£
Name of Contact person for application	
Address of Applicant	
Contact Telephone Number	
Email	
Data Protection Act	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</i>		
Where does the organisation meet?		
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?		
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)		
How would the grant benefit the local Community within the Parish?		
If you are an educational, health or social group/organisation please describe how you are working in partnership with other groups?		
In what areas within the Parish will the money be felt the most? Colney Heath Village, Sleafshyde, Hill End, Highfield, Tyttenhanger, Smallford, Oaklands.		
Are you a registered charity?	Yes / No	Registered charity number

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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.***

How will the money be spent?	
Copies of quotes or other relevant documentation have been attached? Please note what is attached.	
Please provide a copy of your latest audited accounts – confirm here these are attached.	
Please provide a copy of your written & approved aims, objectives, constitution, and membership notes – confirm here these are attached	
Please describe the governance and management arrangements for your organisation.	
Please provide the dates of your meetings held in the last 12 months, minutes should be provided to the Parish Council or a link for download and should include a minute stating your organisation has given agreement to proceed to apply grant for this project	
What is the organisation's estimated income and expenditure for the year?	
Have you applied for any other grants in this financial year? Please provide details.	

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Describe the extent to which funding has been sought and/or secured from fund-raising activities or detail any planned fundraising	
Please confirm that there is a bank account in the name of the organisation which 2 authorised reps are required to sign	
Any further information in support of your application Include separate sheets if 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, Highfield Park Office, Highfield Park Trust Visitor Centre, Hill End Lane, St Albans, AL4 0RA or by email to clerk@colneyheathparishcouncil.gov.uk no later than 5pm on Tuesday 17th January 2023	