

WEST WITTERING PARISH COUNCIL

Grant Application Form

West Wittering Parish Council is able to consider application for financial assistance of a one off nature from Clubs, Societies, and organisations that operate within the Parish or provide support to its parishioners.

To permit such applications to be properly considered by the Council as much information as possible should be provided in support. The following is a guide in the preparation of such an application. The completed form and any supplementary information must be completed and returned to the Clerk by 16th November each year.

1. Identity of Organisation

2. Name, address and contact telephone number of official coordinating application

3. Purpose for which funding is sought with dates and deadlines relating to its use

4. Total cost of project (if application does not cover total cost, anticipated source of balance

5. Confirmation that sum will be used for the benefit of West Wittering residents

6. Identity of payee to whom cheque should be made payable

Applications together with any supporting documents should be sent to The Clerk, The Pavilion, Rookwood Road, West Wittering, PO20 8LT - clerk@westwitteringparishcouncil.gov.uk

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GRANT APPLICATION

Additional information to assist organisations in making grant applications

To be eligible for consideration for grant from West Wittering Parish Council your application must fulfill the following criteria;

- *Provide the latest set of accounts available including an income and expenditure statement and a balance sheet, or a business plan/financial projection if a new organisation*
- *Provide information regarding the cost of the project that grant is being applied for or details of why the grant is necessary for running costs*
- *Confirmation that the grant will be used by the organisation to specifically benefit West Wittering residents, which can be substantiated if requested.*
- *In the event that the grant is not used for the purpose it must be returned to West Wittering Parish Council*
- *Grants will be considered in December of each year and must be submitted by 16th November of each year.*