

# Heighington Parish Council

## Grant Application Form

*Applicable to the financial year 2024/2025*

Please read the following instructions carefully and ensure that you provide the necessary information. The Parish Council has a limited budget and cannot guarantee to make a full or partial award against every application.

Please note that the Parish Council is required to comply with the following:

- All applications must be addressed to the Clerk to the Parish Council.
- The Parish Council is unable to accept applications from an individual
- The Parish Council must treat eligible applications with **equality**.
- Current Audit and Account Regulations demand that grants are awarded against a **'proven need'**, that the proposed expenditure is of benefit to **the 'whole or some of the local community'** and that the funds awarded have ultimately been **used in a manner consistent with the original grant application**.
- Please submit your application using this form by the deadline of **30<sup>th</sup> June 2024**. (Applications received after this deadline **may** be considered at Council's discretion and subject to there still being funding available).

---

### Your organisation:

1. Organisation Name: \_\_\_\_\_

2. Type of organisation (e.g., Charity, membership association):  
\_\_\_\_\_

3. Contact Name: \_\_\_\_\_

Contact Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Tel: \_\_\_\_\_

Contact Email: \_\_\_\_\_

4. Charity registration number (if applicable): \_\_\_\_\_

Additional information about your organisation which must be provided with your application (please quote N/A if not relevant to your organisation):

- a) Your audited accounts covering the most recent annual accounting period.
- b) A list of the appointed/elected officers of the organisation.
- c) A copy of your constitution.

---

**What you want the grant for:**

5. The total cost of the project or the total running cost (e.g., of a club or building):

---

6. The amount of grant funding sought from the Parish council:

---

7. The amount of grant funding sought from other awarding bodies – if any (please identify which bodies):

---

---

8. Please explain what the proposed expenditure is for:

---

---

---

---

---

9. Please quantify the community benefit (e.g., by setting out the activities supported, the head count of people who would benefit from the proposed expenditure, the area of open space maintained, the future savings achieved, the maintenance of an important facility or service):

---

---

---

---

---

*Please note that all grant applications received by the deadline will be considered at a meeting of the Full Council in **July**. If your application is successful, you will be required within 12 months to confirm that the funds have been expended in the manner proposed. You will be required to acknowledge the Council's support on all promotional material relating to the project this grant has been awarded for. Details of all grant recipients will be included in the Council's Annual Report and will be shared at the Annual Parish Meeting.*

*Please sign to confirm that you understand the obligations placed upon both your organisation and the Parish Council.*

Yours signature:

Date:

Your name (printed):

Your position within the organisation:

Please continue on a separate piece of paper if necessary. Please return the completed form together with the required information about your organisation to:

Parish Clerk  
Heighington Parish Council  
Jubilee hall  
High Street  
Heighington  
Lincoln  
LN4 1JS

Tel: 01522 790846