

# BURGHFIELD PARISH COUNCIL

PO Box 7381, Reading, RG1 9XP, Tel: 0118 983 1748

Email: [enquiries@burghfieldparishcouncil.gov.uk](mailto:enquiries@burghfieldparishcouncil.gov.uk)

Website: [www.burghfieldparishcouncil.gov.uk](http://www.burghfieldparishcouncil.gov.uk)



## Burghfield Parish Council Grant Application Form

If you need any assistance in completing this form, please contact The Clerk to the Council specifying what help you need and we will try to accommodate any reasonable requests for such support.

Name of Organisation	
Position within organisation	
Address	
Telephone	
Email	
Date of application	
Is your organisation a registered charity or registered with HMRC as a charitable organisation?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If yes, charity number/reference	
Title of Project for which grant is required	
Total Cost	
Have any funds been requested from other sources?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If so which?	
Success/failure of application, and amount requested	
Amount of grant requested from Burghfield Parish Council	
Start Date	

Briefly describe the project / purpose for which you require a grant.

How will the project or activities benefit the residents of Burghfield?  
Please include estimates of the number of residents that will receive a direct benefit from the project or activities.

Please provide a breakdown of the costs of your project.

I attach a copy of our annual accounts.

Yes  / No

This organisation has a constitution/set of aims and objectives which can be viewed if required.

Yes  / No

If membership of your organisation is restricted, please provide details.

## Declaration of acceptance

I declare that all information provided to Burghfield Parish Council as part of the grant application is accurate and complete to the best of my knowledge. I understand that the Council may refuse any application containing inaccurate or misleading information.

I declare that any grant made will be used solely for the purposes outlined in this application. I understand that Burghfield Parish Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified.

Name:	
Signature:	
Date:	

Please send the completed application form along with all supporting documentation to:

The Parish Clerk  
P.O Box 7381  
Reading  
RG1 9XP

Telephone: 0118 9831748  
Email: [clerk@burghfieldparishcouncil.gov.uk](mailto:clerk@burghfieldparishcouncil.gov.uk)

### **Privacy Notice**

*Burghfield Parish Council is collecting this information to award and monitor grants to voluntary and community organisations, and you may be contacted using the details provided, if further information is needed to do so.*

*In performing this service, the council may share your information with other organisations or departments, but only when it is satisfied that it is necessary to perform a public task, or to exercise its statutory duties to do so.*

*The council may also share your personal information for the purposes of the prevention, investigation, detection, or prosecution of criminal offences, but will not share your personal information, or use it for this, or any other purpose, unless provided for by law.*

*More detailed information about the council's handling of your personal data can be found in its privacy policy, available online at .....or on request.*

### **Freedom of Information Act**

*The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third parties, such as, although not limited to, grant applicants, grant holders, contractors and people making a complaint.*

*If information is requested under the Freedom of Information Act we will release it, subject to exemptions, although we may consult with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply.*