# Aylesham Parish Council

# General Grants Application Form 2026–2027

*Please ensure you have read the guidance notes before completing this application form.*

Aylesham Parish Council seeks to support local organisations and meet community need in a flexible and creative way.

For help completing this form, contact the Deputy Officer:
Tel: 07830 353872  Email: deputyofficer@ayleshamparishcouncil.gov.uk

Completed forms and supporting documents must be returned as PDFs to the Deputy Officer by post, hand delivery to Aylesham House, or email.

All applicants will be notified within 10 working days that their application is being processed.

## 1. Organisation Details

Organisation Name:

Contact Name:

Telephone:

Email:

Registered Address:

Registered Charity / CIO  (Yes/No)  Charity No:

Company Ltd by Guarantee or CIC (Yes/No):  Company No:

Community Group, Club or Association (Yes/No):
Details:

Other (Yes/No):
Details:

Have you received a grant from Aylesham Parish Council in the last 3 years? (Yes/No)
If yes, please give year(s) and amount(s):

## 2. Your Project

Describe your project or activity (what you will do, where, and how). Please attach a separate sheet if needed.

Proposed start date:  Proposed finish date:

What will be the impact of the project and how will you measure success?

Who will benefit? Will all Aylesham residents benefit? If not, which groups?

Will people outside Aylesham benefit? (Yes/No)

If yes, estimated % from Aylesham: ____%

Explain what an Aylesham Parish Council grant would be used for:

## 3. Financial Details

Provide a full breakdown of costs. Quotes/estimates must be attached.

| Item | Supplier | Cost (£) |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Total cash cost: £_____

Estimated volunteer hours: _____

In-kind contributions (with value £):

Other funding applied for (not yet secured):

Organisation: _____ Amount: £_____

Organisation: _____ Amount: £_____

Organisation: _____ Amount: £_____

Organisation: _____ Amount: £_____

Funding already secured:

Organisation: _____ Amount: £_____

Organisation: _____ Amount: £_____

Organisation: _____ Amount: £_____

Your organisation's cash contribution: £_____

Grant requested from Aylesham Parish Council: £_____

## 4. Checklist

A fully completed application form, signed and dated Yes/No

If No, reason: _____

Governing document (constitution/rules) Yes/No

If No, reason:_____

Latest bank statement  Yes/No

If No, reason: _____

Latest accounts/annual report (if applicable)  Yes/No

If No, reason:_____

Quotes/estimates for project costs  Yes/No

If No, reason:

_____

_____

_____

_____

_____

_____

**5. Data Protection (GDPR)**

Aylesham Parish Council will process the personal data supplied in this application solely for the purposes of administering, assessing and monitoring this grant application and any award made.

Information may be shared with Parish Councillors, the Responsible Financial Officer, and relevant committees for decision-making and audit purposes. Details of successful grant awards (organisation name, project and amount awarded) may be published in council minutes, on the Parish Council website, or in other public communications.

Personal contact details provided on this form will not be shared more widely without your consent, except where required by law or for legitimate council governance purposes.

By submitting this application, you consent to the processing of your data as described above in accordance with Aylesham Parish Council's Data Protection Policy.

## 6. Declaration

I declare that the information given is correct and that I have read and agree to the Terms and Conditions of the Grant Programme.

Signed: _____ Date: _____
I am authorised to sign on behalf of the organisation.

Payee for grant payment (Organisation name only):

_____

Bank details:
Account name: _____
Sort code: _____
Account number: _____

## 7. Post-Grant Reporting

Organisations receiving a grant must submit a short written report to Aylesham Parish Council by 31 March 2027. This report will be presented to the community at the Annual Parish Meeting.

The report should include:
- What the grant was spent on (with brief financial summary)
- What was achieved by the project or activity
- The approximate number of beneficiaries
- Any outcomes or benefits for Aylesham residents
- Photographs or examples of publicity where appropriate

**Safeguarding:** Where projects involve children, young people or vulnerable adults, appropriate safeguarding policies and procedures must be in place and provided to Aylesham Parish Council on request.

**Decision-making:** Decisions on grant applications are normally made at the next appropriate Finance, Audit & Personnel Committee meeting following validation of the application.

For Aylesham Parish Council Use Only

Date received: _____

Checked by: _____

Validated by R.F.O: _____

Committee meeting date: _____

Decision: _____

Date applicant notified: _____