

# Broadwas and Cotheridge Parish Council

## GRANT FUNDING REQUEST FORM (v4 0626)

Reviewed and adopted on 10/06/2026 26/104(d)

**Please complete all questions.** The Parish Council has prepared a policy and guidance document to help with applications. Before completing this form, please look at our Grant Policy. If you require any further information or assistance in completing the form, please contact the Clerk or any of the Parish Councillors.

### 1. Applicant details

|  |   |
|--|---|
| <b>1. Name of the organisation / group / club</b>  |   |
| <b>1.1 Registered charity or recognised status</b> | <i>Yes / No If yes, charity number:</i>   |
| <b>1.2 Chair / responsible person</b>              |   |
| <b>1.3 Treasurer</b>                               |   |
| <b>1.4 Committee members</b>                       |   |
| <b>1.5 Governance and management arrangements</b>  | <i>Please provide details of how you are organised, including any documents that show governance, management arrangements and how activities/expenditure are scrutinised.</i> |
| <b>1.6 Date organisation was formed</b>            |   |
| <b>1.7 Purpose and contribution to parish life</b> |   |
| <b>1.8 Membership scheme</b>                       | <i>Please explain how membership works and whether there are any restrictions.</i>  |
| <b>1.9 Equality of access and opportunity</b>      |   |

## 2. Grant details

|  |  |
|--|--|
| <b>2.1 Amount requested from the Parish Council</b>          | £  |
| <b>2.2 Description and breakdown of use</b>                  | <i>Please describe what the grant will be used for and include a breakdown of costs where possible.</i>  |
| <b>2.3 Other funding sources contributing?</b>               | Yes / No   |
| <b>2.4 Other funding details</b>                             | <i>If yes to 2.3, include requests made and funds committed / received.</i>  |
| <b>2.5 Intended benefits for the parish and parishioners</b> |  |
| <b>2.6 Progress reporting</b>                                | <i>Are you prepared to report progress to the Parish Council and respond to requests about how the grant has been used? Yes / No</i>                       |
| <b>2.7 Unused or incorrectly used funds</b>                  | <i>Will you notify the Parish Council and be prepared to return funds if the grant is not fully used or is not used for the intended purpose? Yes / No</i> |

## 3. Any other information

|   |  |
|---|--|
| <b>Please provide any further information you would like the Parish Council to consider</b> |  |
|---|--|

## 4. Declaration and contact details

|  |  |
|--|--|
| <b>Form completed by: name and title</b> |  |
| <b>Email</b>                             |  |
| <b>Address</b>                           |  |
| <b>Phone</b>                             |  |
| <b>Date</b>                              |  |

## Internal use only

|  |  |
|--|--|
| <b>Date received</b>                           |  |
| <b>Considered at Parish Council meeting on</b> |  |
| <b>Response / minute number</b>                |  |
| <b>Applicant notified on</b>                   |  |
| <b>Further information requested</b>           |  |
| <b>Payment details</b>                         |  |
| <b>Payment made</b>                            |  |
| <b>Date</b>                                    |  |
| <b>Reporting arrangements agreed</b>           |  |
| <b>Date</b>                                    |  |