PORLOCK PARISH COUNCIL

Old School Centre, West End, Porlock Somerset. TA24 8NP

01643 863350 info@porlockparishcouncil.gov.uk

www.porlockparishcouncil.gov.uk

SPONSORSHIP & GRANT APPLICATION FORM

Thank you for your interest in applying for a sponsorship and grant from Porlock Parish Council. Please read the grant policy before starting to fill in the form.

If you require any advice or guidance, please contact Porlock Parish Council on 01643 863350 or at info@porlockparishcouncil.gov.uk.

Completed forms to be returned by email, or posted to - Porlock Parish Council, Old School Centre, West End, Porlock, Somerset TA24 8NP.

1. Name/Address of individual organisation

Contact name: ……

Position in organisation (If applicable): ……..

Contact telephone number: ……

Contact email: …….

2. Briefly describe the aims and objectives of your organisation or sponsorship activity;
   What does your organisation do and how does it generally benefit the residents of Porlock?

Where does your organisation meet and how often:
……

Number of members: ……..

3. How much funding are you applying for? £ …….

***NOTE**: Council will normally request more detailed information for applications of £500 or more.*

4. What is the total cost of your project? £ …….
   Please give a full breakdown of what the funding will be spent on
   (Use a separate sheet if more space needed)

5. Please give an overview of how your organisation is normally funded:

6. Briefly describe the project for which you require a grant.

   Please be aware that PPC do not normally give grants for running costs. If your application contains an element of running costs, please detail your plans to source alternative funding for this in future years. If your application is for over £500 please give full details of the circumstances related to your request.

7. Explain how the project would benefit the community or residents of Porlock.
Please give approximate numbers and any significant demographic impacts

8. Details of any other funds/grants you have received:
   a. Towards the cost of this project:

   b. By your organisation, in the last two years:

9. Outline the fund-raising activities you have undertaken in the last 12 months and what is planned for the next 12 months:

10. Details of any grants or funding received from Porlock Parish Council in the past three years:
Please provide the dates and amounts

11. Anticipated income/expenditure for next 12 months:

12. If the funding is for security measures do you have the support of the local police and/or crime reduction officer? Yes / No / Not applicable (*delete as necessary)*

    If Yes – Name of contact

    : ……

Please give us details of the bank account that the grant should be paid into if approved.

Name of Account …… …….

Account number …….. Sort Code …… - …… - ……

Bank:……..

Please provide the following supporting documentation with your application:

- Your most recent accounts;
- A copy of last bank statement;

- A copy of your constitution;
- Details of your organisation's officers;
- A copy of your safeguarding policy if your group works with vulnerable adults, or children;
- Any other documentation you feel may help in assessing your application.

Organisations are expected to have clear written aims & objectives, a written constitution and a separate bank account. However not having these does not automatically mean the application will be refused, especially for grants under £500, subject to suitable evidence of the organisation's structure and its requirements being demonstrated to Council.

Privacy Notice

In accordance with the General Data Protection Regulation (GDPR), I agree that Porlock Parish Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made. I understand that it will only be accessed by authorised staff members to manage the grant application process.

I also understand that PPC may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.

Declaration: I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request.

Signed …….

Date ……..