

## Week St Mary Grant Application Form Small Grants – below £500

Week St Mary Parish Council is empowered to make grants for revenue or capital expenditure that, in the opinion of the council, is in the interests of, and will bring direct benefit to, this parish, or any part of it, or all or some of its inhabitants.

Deadlines for applications are September 25 and March 25 for consideration in the next meeting thereafter.

A copy of the Community Benefit Fund Policy is available on request or on the website.

Name of organisation:	
Address:	
Type of organisation:	
Main contact name:	
Telephone number:	
Email:	
Charity Registration No.	
Position held by applicant	

Project title	
Estimated start date	/ /
Estimated completion date	/ /

Please provide a brief description of the project including who will benefit.

Project Costs Please insert all project costs	£	p	Funding S= secured A= Applied for (delete as applicable)	£	p	
						S / A
						S / A
						S / A
						S / A
						S / A

			Total income		
<b>Total cost * *</b>			<b>Total income * *</b>		
<b>** Please note: The total cost and total income amounts must balance.</b>					

<b>Checklist of supporting documentation / information</b>	✓
Cost estimates or price quotations	
Other supporting information (optional )	

<b>Please sign and date</b>	
I declare that the information supplied in this application is true and that any grant money received from Week St Mary Parish Council will be used for the purposes described in this form.	
Signature: .....	
Name (please print): .....	Date:        /        /

**When completed, please forward to the Clerk**  
**Parish Office, Week St Mary, EX22 6UL [wsmclerk@gmail.com](mailto:wsmclerk@gmail.com)**

Privacy Notice: This information is being collected by Week St Mary Parish Council. The Clerk is the council's Data Controller. Any information provided may be retained on computer or in manual files in accordance with the council's policy for the retention of information. This information will be used for processing your grant application. It may also be used for related council purposes, including for regulatory functions and investigating fraud. It will not be disclosed to any third party except where the council specifically contracts for data processing support. The information may be used for statistical or research purposes, which will be de-personalised where appropriate.

Adopted by Week St Mary Parish Council September 2016  
Amended by Week St Mary Parish Council June 2023