

EASINGTON PARISH COUNCIL

APPENDIX A - APPLICATION FORM SMALL GRANT FUNDING

Please read the Grant Policy **before** filling in the form.

1. Name and address of your group:

.....
.....
.....
.....

Name of person making the application:

Position in organisation:

Contact phone number:

.....

Email address:

.....

About Your Organisation

2. Are you a registered charity? Yes/No:

If so, please give your charity number:

3. Is your organisation part of, or affiliated to, a larger organisation?

If so, which:

4. How many people will benefit from this funding?

.....

5. How many of these are EASINGTON PARISH Council area residents?

.....%

6. How much funding are you applying for? £..... (max £500)

7. What is the total cost of your project? £.....

8. What would you like the funding for?

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9. How will you spend the money you are applying for?

Item	Amount
	£
	£
	£
	£
Total	£

10. How else are you funding your project? Include grants from other organisations, fund raising and existing monies:

Source	£	Confirmed?
Total		

11. Will you be passing the funding on to any other groups (except to pay for goods and services)? Yes / No (delete)

12. Have you applied for any other funds/grants towards the cost of this project?

Please provide details below:

13. The Council wants to ensure that its limited grant budget goes to help those most in need. The Council will not normally fund events or activities for which a charge is made e.g. tickets for a dinner or a fee to attend a club. If it is intended to have a charge, please let us know how much people will be charged to access this project and what steps are to be put in place to ensure as many people as possible from the Parish are able to access the project.

If a surplus is to be made please detail how and when these funds will benefit the communities in Easington Parish:

14. If the funding is for work with vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at East Riding of Yorkshire Council?

Yes (name of contact)/ No / Not applicable (delete)

Please ensure a copy of the annual accounts and any quotes are included as stated in Grants Awarding Policy – How to Apply.

Please give us details of the bank account that the grant should be paid into if approved (this cannot be a building society passbook account):

Name of Account:

Account number:

Sort Code: - -

Please ensure you have read the grant policy before signing the form.

Privacy Notice

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

I also understand that Easington Parish Council may pass details onto an official organisation where required to do so by law or contract. I/We understand that my/our data will be disposed of securely six years after the application and that I/we have the right to correct the information at any time. I/We have been made aware of my/our 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.

I/We declare that we have read the grant policy and that our application complies with the policy.

I/We declare that I/we have included all the requested information.

I/We fully understand that if I/we do not include the requested information and/or if mine/our application does not comply with the policy, the application may be rejected.

Signed:

Name:

Date:

For Office Use Only

Grant applications must be checked against the following criteria. Any questions where the answer is no must be reported to the Parish Clerk.

Yes	No (investigate)	
		The grant will result in a benefit for the area covered by the Parish Council and will contribute positively to the area of Easington/Kilnsea and/or Out Newton?
		Is the grant for non-political or non-quasi-political organisations or projects?
		Is the grant application for £500 or less?
		Is the applicant based in the Parish Council area? If not, has the applicant detailed what proportion of beneficiaries of the grant reside in the area?
		Is the grant for the sole use of the applying group and not to pass on money?
		For projects involving vulnerable children or adults, do the organisers have the support of Adult Social Care or Children's Services at East Riding of Yorkshire Council?
		Parish Clerk/RFO in agreement (legal financial delegation)?

Assessing officer:

Date of assessment:

Decision (delete as applicable): reject / return for further information / proceed

Grant Award Application Form

Adopted – Easington Parish Council meeting 06/02/2025

Minute Ref: 25/02/010 (c)

Review Date: February 2026