

Freshwater Parish Council
Parish Office
 Memorial Hall
 Avenue Road
 Freshwater
 Isle of Wight
 PO40 9UU
 Telephone: 01983 752000
 Email: clerk@freshwater-parish.gov.uk
 Website: www.freshwater-parish.org.uk



Freshwater Parish Council – Grant Application Form

SECTION 1 – APPLICANT DETAILS

Name of Applicant	
Contact No	
Contact Email Address	
I confirm that I have read the terms and conditions – please tick box	
I consent to Freshwater Parish Council holding the information given above for the purposes of this grant application – please tick box	
I confirm that all the information in the grant application is accurate to the best of my knowledge and that I am authorised to act on behalf of the organisation:	Signed: _____ Date: _____

These details will be separated from the rest of the application and will be kept only to contact you about your grant application or to make payment. This information will be destroyed should your application be unsuccessful or, if successful, after the completion/evaluation report relating to your application has been received and processed.

SECTION 2 - INTRODUCTION

Name of Applicant	
Briefly describe your main activities. Please include your aims and objectives and tell us how long your organisation has been in existence (if applicable):	

SECTION 3 - YOUR PROJECT

Please tell us, in no more than 500 words, about your event or service and how it will be delivered:	
Please indicate which sections of the community do/will benefit from your project:	
Date of Application	
Project start date and expected duration	

SECTION 4 - DEMAND FOR THE PROJECT

In order for Freshwater Parish Council to properly evaluate your grant proposal it is important that you are able to demonstrate a legitimate need for the project that you are proposing.

Please take the time to highlight the research you have done, as well as how you will evaluate the success of the project.

What are the expected outcomes of the project and how will you measure any success against them?

How have you evaluated the demand for your project?	
How will you measure the success of your project?	

SECTION 5 – FUNDING FOR YOUR PROJECT

It is important that you have fully costed your project and are able to demonstrate how the potential grant funding from Freshwater Parish Council will be utilised.

Amount of Grant Funding requested	
Total cost of your project	
Percentage of total cost that the Grant Funding Represents	

How will any outstanding costs be met?	
Budget: Please provide a full budget breakdown using the table at the end of this application: <i>If it is easier to put this in a spreadsheet then please attach one to the application.</i>	

SECTION 6 - ALTERNATIVE PROJECT FUNDING

Whilst the council would like to be able to fund all projects that are put forward for consideration, it is important to remember that Freshwater Parish Council have limited capacity to provide this support.

Therefore, please demonstrate other funding streams that you have investigated and are utilising, detailing any match funding that has been secured:

Which other sources of funding have been sought for this event/service? Please include any applications that have been made, both successful and not, and what value this holds.	
How is income generated for your organisation?	

SECTION 7 – PROJECT INFORMATION

Please tell us who will do the work and who will manage the project:	
Please detail any key dates/deadlines that need to be met in order to deliver the project fully:	

SECTION 8 – PREVIOUS APPLICATIONS

If your organisation has previously applied for a grant from Freshwater Parish Council, please provide details of this in the below table:

Date of previous application:	Summary of previous project:	Value applied for:	Was the application successful?	Was the project completed?

SECTION 9 - DOCUMENTATION

Please submit the following information in support of your application:

- A copy of your organisations most recent audited or verified accounts (please redact any information that you do not want in the public domain (e.g. account number or signatures))
- Evidence of any partnership funding
- Copies of relevant quotations for works/services required for your project
- A copy of your organisations constitution or set of rules of governance
- If this is not the first year of your event/service/project, then please provide a summary report of the success of previous years, this should include attendance numbers.

KEY TERMS AND CONDITIONS

Please read the following information before signing and sending your application

- (a) I/We declare that the information I have given in this application is true and accurate to the best of my/our knowledge
- (b) I/We declare that any grant funding awarded by Freshwater Parish Council will be used for the specific purposes description in this application
- (c) If awarded, the funding must be spent within 12 months.
- (d) You/your organisation will inform the Parish Council if there is a delay in the start project/activity/event
- (e) You must acknowledge the support from Freshwater Parish Council in any marketing and promotional activity – a copy of the Freshwater Parish Council logo will be provided for this use.
- (f) If the funding is awarded, you agree to the repay the monetary value of the funding (or part of the funding) if any of the below apply:
 - i. if the project does not go ahead or is not completed;
 - ii. if the full amount of the grant monies is no longer required;
 - iii. if the any of the terms of the grant are not complied with
- (g) A full funding agreement will be issued if your application is successful

If you have any questions, please contact us on the town clerk
(clerk@freshwater-parish.gov.uk)

THE DECISION OF THE PARISH COUNCIL IS FINAL

PLEASE NOTE INFORMATION GIVEN WILL BE TREATED AS IN THE PUBLIC DOMAIN. PLEASE REMEMBER TO REDACT ANY SENSITIVE INFORMATION.

I/WE UNDERSTAND THAT KNOWINGLY PROVIDING FALSE OR MISLEADING INFORMATION WILL INVALIDATE THIS APPLICATION AND WILL RESULT IN THE REQUIREMENT TO REPAY ANY PARTNERSHIP FUNDING THAT MAY BE AWARDED

Please return this form together with all the accompanying documentation to:

clerk@freshwater-parish.gov.uk

Budget (please provide a full budget breakdown for your project in the following table)

Title	Description	Total project amount	Amount requested From Freshwater Parish Council
Management costs			
Training			
Office costs (rent, telephone etc)			
	Sub Total		
Salaries			
Expenses (travel etc)			
Venue hire			
Materials			
Publicity			
Volunteer expenses			
Marketing/Promotion			
Other (please specify)			
	Sub total		
	TOTAL		

Approved 2nd September 2025

