



# HOLYBROOK PARISH COUNCIL

Proudly serving the residents of Holybrook Parish since 2000

Parish Office, Beansheaf Community Centre, Charrington Road, Reading, RG31 7AW

Tel: 0118 945 4339

Email: [clerk@holybrook-pc.gov.uk](mailto:clerk@holybrook-pc.gov.uk)

## GRANT APPLICATION FORM

### About your organisation:

Name of organisation

Name of applicant

Position in organisation

Address of organisation including post code

Telephone number

E-mail address

Short description of organisation and facilities/services offered including number of members and details of the area served:

Is the organisation a Registered Charity?

Yes

No

If yes, please provide registration number:

### Grant information:

Sum of grant for which you wish to apply:

Purpose for which financial assistance is required:

Number of Holybrook residents that will specifically benefit from the grant:

Brief explanation on how you reached this number of residents:

Has an application for grant aid been made to other organisations?      Yes      No

If yes, which?

Is a donation expected, or been applied for, from any other source to support this cause?

Yes      No

If yes, how much?      If no, how will you be funding any shortfall in funds to support this project?

Please support your application with any additional, relevant information:

**Documents:**

I confirm that I have supported my grant application by providing the following information:

- a) Copy of the Organisation's constitution, aims and objectives
- b) Number of members and details of the area served
- c) Annual subscription/membership fee
- d) Copy of latest accounts and balance sheets

***If you have not enclosed the above information, please explain why here:***

**Signed:**  
**(Chairman/Secretary)**

**Date:**

By signing this document, you confirm that you have the right to make this application on behalf of the named organisation, that you have read and understood the application process, and that the information you have provided is true and correct to the best of your knowledge.

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**For Holybrook Parish Office use:**

Date grant was agreed:

Minute Reference:

Confirm invoice and receipts received:

Date funds issued: