



**HULLBRIDGE PARISH COUNCIL**  
**98 Ferry Road, Hullbridge, Essex SS5 6EX**  
**Telephone: 01702 232038**  
**Email: clerk@hullbridgepc.co.uk**  
**www.hullbridgepc.co.uk**  
**Clerk to the Council: Anne-Marie Bates**



**SCHEME OF GRANTING FINANCIAL ASSISTANCE  
 TO NON PROFIT MAKING ORGANISATIONS**

**APPLICATION FORM**

Please complete the form in black ink in capital letters.  
 Applicants must read Rules and Guidance for Grants and Donations before completing the application form.

| <b>DETAILS OF ORGANISATION</b>   |                |
|--|----------------|
| Name of organisation   |                |
| Name of person making grant application and position in Organisation                                 |                |
| Address for correspondence   |                |
| Tel. No.<br>Email address  | Day<br>Evening |
| <b>GENERAL INFORMATION ABOUT THE ORGANISATION</b>  |                |
| Summary of aims and objectives   |                |
| How and will the Hullbridge Community benefit from the award of a grant?                             |                |
| Is the organisation a Registered Charity? (if so, please give registration number)                   |                |
| Number of members in the organisation  |                |
| No. of members resident in Hullbridge  |                |
| If membership is restricted, please qualify  |                |
| Is there a charge for membership, or do you rely on voluntary contributions?<br>Please give details. |                |



**HULLBRIDGE PARISH COUNCIL**  
**98 Ferry Road, Hullbridge, Essex SS5 6EX**  
**Telephone: 01702 232038**  
**Email: clerk@hullbridgepc.co.uk**  
**www.hullbridgepc.co.uk**  
**Clerk to the Council: Anne-Marie Bates**



**DETAILS OF GRANT APPLIED FOR**

Purpose for which the grant is required. Please give full details, including how your organisation/Hullbridge residents will benefit (continue on separate sheet if necessary)

|  |  |
|--|--|
| Total cost of the project/purchase   |  |
| Amount of grant requested  |  |
| Funds available from the organisation's own resources for this project   |  |
| Funds granted from other bodies for this particular project (please give details)<br>Outcome of Applications made. |  |
| Is there a shortfall in these figures? If yes, how do you propose to fund the deficiency?                          |  |

**PREVIOUS APPLICATIONS**

Please give details of all grant applications made by your organisation to the Parish Council whether successful or not, in the last five years.  
 Dates and Amounts:

|                |   | Successful |
|----------------|---|------------|
| 1. Date:       | £ | YES/NO     |
| 2. Date:       | £ | YES/NO     |
| 3. Date:       | £ | YES/NO     |
| 4. Date:       | £ | YES/NO     |
| 5. Date:       | £ | YES/NO     |
| Total to date: | £ |            |



**HULLBRIDGE PARISH COUNCIL**  
**98 Ferry Road, Hullbridge, Essex SS5 6EX**  
**Telephone: 01702 232038**  
**Email: clerk@hullbridgepc.co.uk**  
**www.hullbridgepc.co.uk**  
**Clerk to the Council: Anne-Marie Bates**



**ACCOUNTS**

Bank Details:

Bank:  
Sort code:  
Account no:

Please attach a copy of your most recent accounts and/or balance sheet and/or financial statement to this application. If you are a new organisation without past accounts, please attach a copy of your budget for the year.  
NB Wherever possible all these should be submitted.

**DECLARATION**

We confirm that we are making this application on behalf of the organisation named.  
We undertake on behalf of the organisation that any financial assistance offered will only be used for the purpose for which it has been granted, and will be returned to the Hullbridge Parish Council if it is not required for that purpose. We understand that any false declaration or information will disqualify any further application for a period of not less than 5 years.  
Statement of Accounts and/or balance sheet and/or financial statement for the previous year MUST be attached.

|                      |                     |
|----------------------|---------------------|
| Signed               | Signed              |
| Chairperson          | Treasurer/Secretary |
| Print Name           | Print Name          |
| For and on behalf of | Date                |

Please return the application with supporting information to:  
Hullbridge Parish Council  
98 Ferry Road  
Hullbridge  
Hockley  
Essex  
SS5 6EX



**HULLBRIDGE PARISH COUNCIL**  
**98 Ferry Road, Hullbridge, Essex SS5 6EX**  
**Telephone: 01702 232038**  
**Email: clerk@hullbridgepc.co.uk**  
**www.hullbridgepc.co.uk**  
**Clerk to the Council: Anne-Marie Bates**



### Check List

1. Rules and Guidance Notes read
2. All sections completed in full
3. All proper signatures obtained
4. All dates inserted
5. Currently applying audited statement of accounts and/or balance sheet and/or financial statement
6. Chairperson, Secretary and Treasurer are all separate individuals and bona-fide Officers of the organisation
7. Verifiable quotations attached

**NB** All forms must be returned the Parish Clerk  
 No section should be left blank.  
 An audited statement of accounts and/or balance sheet and/or financial statements certified by the organisation Treasurer **MUST** be included.  
 All queries to be made to the Parish Clerk on 01702 232 038.

Return this form and attachments to:  
 Hullbridge Parish Council, 98 Ferry Road, Hullbridge, Essex, SS5 6EX.

We confirm that all of the foregoing information given in this form is a true and accurate statement forming the basis of a grant/donation award application to Hullbridge Parish Council. Should an award be granted and some of the information contained in the application is subsequently found to be false or inaccurate we undertake to refund the award in full within 3 calendar months of notification of the same by the Parish Council.

Signed..... Chairperson      Signed..... Secretary/Treasurer

Print Name.....      Print Name.....

For and on behalf of: (state organisation).....



**HULLBRIDGE PARISH COUNCIL**  
**98 Ferry Road, Hullbridge, Essex SS5 6EX**  
**Telephone: 01702 232038**  
**Email: [clerk@hullbridgepc.co.uk](mailto:clerk@hullbridgepc.co.uk)**  
**[www.hullbridgepc.co.uk](http://www.hullbridgepc.co.uk)**  
**Clerk to the Council: Anne-Marie Bates**



## **SCHEME FOR GRANTING FINANCIAL ASSISTANCE TO NON PROFIT MAKING ORGANISATIONS**

1. The Parish Council will review applications received during the financial year. Grants to successful applications will be made and must be spent within 12 months of receipt. The Parish Council in certain circumstances may allow an extension to the 12 month period but this must be agreed before expiry.
2. Applicants are required to complete the Parish Council's form to apply for financial assistance and to provide all the information requested.
3. In considering an application for financial assistance, the Parish Council will take into account the purpose for which the grant is required, the organisation's statement of accounts and/or balance sheet and/or financial statement, how the grant will benefit the residents of Hullbridge, other bodies to which applications for financial assistance have been made, any other supporting information and the history of previous applications in the decision making process.
4. Where a grant is offered for a project/purchase still in the planning stages the Parish Council may pledge to grant a certain sum which will become payable when the project is under way. In this case the offer will only be kept open for a period not exceeding nine months. The project/purchase must have commenced, or a firm commitment made to a start date before the grant can be claimed and this must be within nine months of the offer of financial assistance being made. After this time the offer will lapse.
5. Applications will be considered by the Finance/Policy and Appointments Committee whose recommendations will be made to Full Parish Council. Applicants will be informed of the outcome after a decision is made by the Full Council.
6. These notes are an abstract of the full rules and guidance. Applicants must read the Rules and Guidance for Grants and Donations in full before completing the application form.