

Upper Lighthorne Parish Council: Funding Request Form

Application process

1. Applications for a funding should be sent to the Parish Clerk.
2. Funding request forms will need to be submitted a week prior to monthly PC meetings in order for the request to be added to the Agenda. Late submission will defer requests to the following month.
3. Applicants will be informed of the council's decision as soon as practicable after the meeting.
4. All documentation provided will be available for public scrutiny and should be legible.
5. Payments will be made to the applicant organisation.

Name of Applicant	
Contact number	
Name of organisation, address and contact details	

Summary of how the proposed funds will be used	
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Describe the benefits to the residents of Upper Lighthorne	
Is this a one-off or on-going project?	
Total cost of project	
Amount requested in this form	
Expected date that funds are needed	
Which social media providers will be used to promote the event ?	

Date of application	
Signature	

For Parish Council:

Has the above fund request form been added to the next meeting?	
Has the grant been approved?	
What amount has been agreed?	
Will the grant be subject to additional terms?	