



# Kents Hill & Monkston Parish Council

## Grant Application Form

Please read the Council's associated Grant Policy before completing this form.

Applications must be received at least 14 calendar days before the Full Council meeting at which they are to be considered. Dates of Council meetings can be found on our website.

**Please return this completed form by email to: [clerk@khm-pc.gov.uk](mailto:clerk@khm-pc.gov.uk)**

**Or by post to: Kents Hill & Monkston Parish Council, PO Box 6293, Milton Keynes, MK10 1ZG**

### Section 1 - Organisation Details

<b>Organisation Name:</b>	
<b>Registered Address:</b>	
<b>Website (if applicable):</b>	
<b>Main Contact Name:</b>	
<b>Role in Organisation:</b>	
<b>Telephone Number:</b>	
<b>Email Address:</b>	
<b>Organisation Type:</b>	<input type="checkbox"/> Voluntary/Community Group <input type="checkbox"/> Registered Charity (Charity No: _____) <input type="checkbox"/> CIC/Social Enterprise (Company No: _____) <input type="checkbox"/> Registered Society (FCA Registration No: _____) <input type="checkbox"/> Other (please specify):
<b>How long has the organisation been operating?</b>	
<b>Is the organisation based in the parish?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Section 2 - Project Summary

<b>Project Title:</b>	
<b>Brief Summary of the Project (max. 200 words):</b>	
<b>How does the project benefit residents of the parish?</b>	
<b>What evidence is there of a local need or demand for this project?</b>	
<b>Start and end dates of the project:</b>	
<b>Who will manage or deliver the project?</b>	

## Section 3 – Financial Information

<b>Total Project Cost (£):</b>	
<b>Amount of Grant Requested (£):</b>	

<b>Budget Breakdown:</b>	
<b>Other Sources of Funding (secured or pending):</b>	
<b>Are any fundraising activities planned?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe briefly:

#### Section 4 – Supporting Documents Checklist

Please attach copies of the following:

- Latest annual accounts or three months of bank statements (if recently formed).
- Constitution or governing document.
- Safeguarding and Equality Policies (or a signed statement of intent if unavailable).
- Project cost quotations (if applicable).
- Evidence of match funding or fundraising (if applicable).
- Any other supporting materials (e.g. promotional leaflets, letters of support).

#### Section 5 – Declaration

I declare that the information provided in this application is true and complete to the best of my knowledge.  
 I understand that:

- Any grant awarded must be used solely for the purpose stated in this application.
- The Parish Council may request additional information before making a decision.
- The Parish Council's decision is final and that there is no appeals process.
- Any unused grant funds must be returned to the Council.
- A grant monitoring report must be submitted within six weeks of project completion.

<b>Signed:</b>	
<b>Print Name:</b>	
<b>Position in Organisation:</b>	
<b>Date:</b>	

## **Privacy and Data Use Notice**

Kents Hill & Monkston Parish Council is the data controller under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

The personal information you provide (such as names, contact details, and signatures) will be used only for the purpose of administering your grant application, contacting you if further information is required, and managing any grant awarded. Your data will be stored securely and retained in accordance with the Council's Document Retention Policy and Privacy Notice.

Please note: Information relating to the grant application (excluding personal contact details) may be published in publicly available documents such as agenda papers, minutes, and reports, and may be discussed at public meetings of the Council. This may include the name of your organisation, project details, the grant amount requested, and any relevant non-confidential supporting information.

By submitting this form, you confirm that you understand and accept these terms and consent to the Parish Council processing your personal data as outlined above.