

Application Form. Request to Hopton-on-Sea Parish Council (HPC) for a financial donation

Before starting this form please read the Parish Council's Donations Policy that can be found on it's website at www.hopton-on-seapc.info The Donations Policy sets out the criteria for applications. It is expected that you have read the Donations Policy and are able to comply with all aspects should a donation be made. Please submit completed form, with supporting paperwork, to hoptonparishclerk@hotmail.com or post to Hopton-on-Sea Parish Council Office at the Village Hall Station Road Hopton-on-Sea NR31 9BE

Name of organisation or community group requesting donation	
Address	
How long has the organisation/group been in existence	
Is the organisation a registered charity, if so please supply the charity number	
How many employees and volunteers do you have	
Do you have a separate bank account in the name of the organisation/group. If not, who is responsible for finance.	
Do you operate the account with two authorised signatories. If not, please state who is an authorised signatory.	
Please supply bank details, name of account, sort code and account number	
Does the organisation/group have a form of Constitution / Objectives – please supply.	
What does your organisation do for the village and what is the benefit to residents and the Parish as a whole.	
What is the purpose of the donation you are requesting.	
What is the total cost £	
What amount are you requesting from HPC £	
Are donations being sought from other sources, or from your own funds. Please provide details and the amounts.	
Name of person submitting the application	
Date and Sign	

Should your application be successful you confirm that you will (a) acknowledge receipt of funds (b) provide evidence of how the donation has been spent (c) spend the donation within the current financial year (d) return the donation if it is not spent within the financial year, or circumstances change within that time, or the organisation/group cease to exist.

For office use: Date application received	
Agenda item / date / outcome	
Applicant advised	