



Application Number: HCBF

GRANT APPLICATION FORM

1. **Name of the Applicant**

2. **If the Applicant is an organisation, name and position of the individual applying on its behalf**

3. **Contact details of the Applicant (including of any individual applying on behalf of an organisation), stating postal address, telephone numbers and email address**

4. **Suggested title for your project/proposal**

5. **Amount of Grant applied for (£)**

6. If the application is made on behalf of an organisation, give a brief description of the organisation (e.g. history, activities, membership, ages, etc.)

7. Bank account details for payment should a Grant be awarded

Account name:

Bank:

Sort Code:

Account number:

8. Describe your project/proposal in detail (in the box overleaf, using supplemental sheets if necessary), telling us what this Grant will pay for if your application is successful. Include a description of the community benefit you anticipate the project/proposal will provide to residents of the parish of Houghton. Include the expected start and finish dates.

Description of Project/Proposal:

9. **Estimated total cost of the project/proposal, with break-down (including professional fees and VAT)**

10. **State whether you have applied, or will you be applying, to any other funder(s) for funding towards this project/proposal; if so, give details**

11. **Describe how you propose to fund the balance (if any) between any Grant provided by the Houghton Community Benefit Fund and the total cost of the project/proposal**

Declaration

I apply for a Grant from the Houghton Community Benefit Fund CIO (“the CIO”) for the project/proposal described above, on the terms and conditions set out below.

I confirm that all the information I have given is true and accurate to the best of my knowledge and belief.

Data Protection

I consent to my personal data being used for the purposes of the CIO holding and processing any personal data provided in this Grant Application Form for all purposes reasonably incidental to this application, and/or any Grant pursuant to it, and the performance of the functions and/or obligations of the CIO.

Name of signatory

Position of signatory (if representing an organisation)

Signed

Dated

Terms and Conditions of the Grant

In the event that a Grant is made pursuant to this Application, the following terms and conditions will apply and will constitute the terms of a contract between the CIO and the Applicant, unless the CIO and the Applicant agree otherwise in writing.

1. The Grant will be used wholly and exclusively for the purpose(s) stated in the Grant Application Form.
2. The Applicant will provide the CIO with proof of all expenditure incurred using the Grant funds as soon as reasonably practicable after incurring such expenditure.
3. Unless otherwise agreed in writing with the CIO, the Grant will be spent within one year of the date of payment of the Grant, failing which any unspent balance will be returned to the CIO forthwith after the expiry of that year.
4. The Applicant will inform the CIO forthwith if it becomes aware that any information stated in the Grant Application Form was misleading in any material and significant respect at the time of the CIO's decision to make the Grant.
5. In the event that it appears to the CIO that the information stated in the Grant Application was misleading in any material and significant respect at the time the decision to make a Grant was made, and that it is likely that it would not have awarded a Grant or would have awarded a smaller Grant if it had been aware of the true position at the time of that decision, the CIO may:
 - a. in the event that no Grant has yet been paid to the Applicant, refuse to proceed with the Grant and/or the full Grant; or
 - b. in the event that the Grant has already been paid to the Applicant, require the repayment of the Grant or a proportion thereof reflecting the changed circumstances, whereupon the Applicant will repay such sum to the CIO forthwith.
6. The CIO may publicise the Grant as it considers appropriate.
7. The Applicant will comply with any request from the CIO made at or before the time of the Grant to acknowledge the CIO as the source of the Grant, by any reasonable means required by the CIO.