



# TAKELEY PARISH COUNCIL

## Long-term services associated with the Community Centre - Community services grant and grant-in-lieu application form

### PART ONE – YOUR PROPOSAL

#### Name of your organisation

Is your organisation a formal corporate entity? If so, please give details.

#### Your Proposal

Please provide a short paragraph summarising your proposal

#### Who is involved?

Please tell us who is involved directly, and anyone else/any other organisation which is supporting you. Are these local to Takeley, or from a wider area?

#### Wider support

Who is supporting your proposal? Have you canvassed local people/the wider community? Have you received any other grants towards your project?

#### Detailed description of the service you propose to offer

Please include as much as possible, including precise offering, months/days/times proposed, who will benefit, where you will advertise the service, if/how much you will charge, how your proposal fits with the parish council's Grants Policy, what you hope your proposal will achieve for Takeley, how it will improve facilities for Takeley residents (please continue on separate page if necessary).

**'For small grants and one-off services, please email the clerk with your request'.**

Policy adopted: February 2026	Next Review: January 2028
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## **PART TWO – YOUR REQUEST FOR GRANT FUNDING/GRANTS-IN-LIEU**

**How much in direct grant funding from the parish council are you requesting?**

**What will this fund within your project?**

**What in grants-in-lieu are you requesting?**

What sort of administrative support do you need? How many hours? For how long?

**How will this administrative support enable the successful provision of your project?**

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### PART THREE – TERMS AND DECLARATIONS

To be completed in conjunction with Takeley Parish Council Grant

Contact details for lead representative

Please provide details of your organisation’s bank account (if applicable)

#### DECLARATION

I declare that I have read and accept the Grants Policy, and that I have answered all the questions on the application form fully and truthfully. I declare that any Grant or Grant-in-lieu made to my organisation will be used solely for the purpose outlined in this application. I agree to refund the grant/value of the grant-in-lieu to Takeley Parish Council in the event of it not being used for the purpose specified and approved by Council.

If the grant/grant-in-lieu is awarded, I agree to acknowledge Takeley Parish Council funding on promotional literature or other publicity media.

I understand that the parish council reserves the right to publish on its website the names of the organisations that have been awarded grants, and the amounts awarded.

I agree that any unused grant monies will be refunded directly to Takeley Parish Council within 60 days.

Signed.....

Date.....

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### PART FOUR – FOR COUNCIL USE ONLY

Date of receipt of application:

Received by:

First application?:

If no, was previous application(s) successful?

Does application fit with Grants Policy criteria?

If no, reasons why.

Has the applicant provided all required documentation?

If not, request submission within seven days.

If yes, inform applicant date when application is due to be considered.

Grant awarded? (Yes/No/Date)

If no, provide reason for rejection.

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