



DISCRETIONARY GRANT APPLICATION (Grants over £500)
By submitting this application you agree to the current Guidelines and Terms for
Discretionary Grants from Chichester City Council

Name of organisation: _____

Name of person making
the application : _____

Position in the organisation: _____

Address : _____

Telephone number: _____

Email : _____

Purpose of organisation: _____

Number of members: _____

Date founded: _____

Is the organisation a registered charity? YES / NO

If YES, please give
registration number: _____

SIGNED AND DATED: _____
*By signing this application I confirm acceptance of the Chichester City Council Discretionary
Grants Guidelines and Terms*

Estimated total cost of:
proposal/project _____

Amount of Grant requested: _____

Have you applied for any other Discretionary Grants from Chichester City Council in the
previous 3 financial years? If yes, please give brief details:

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Why has the Grant has been applied for – please give as much information as possible (continue on another sheet if required):

Have you applied for any other Grants for this project? If yes, please give brief details:

IF YOU HAVE APPLIED FOR FUNDING ELSEWHERE FOR THIS PROJECT, what is the intention of this application to Chichester City Council (please tick as appropriate):

A speculative application in the event other applications are unsuccessful

Match funding with other Grants as part of the overall project cost

A presentation to Chichester City Council’s Community Affairs Committee in support of this application will be required at their meeting in April.

If the person giving the presentation is different to the person completing this application, please give details below:

Name of person making the presentation:

Position in the organisation:

Address:

Telephone number:

Email:

Please ensure that you have completed all the sections above and the following documents are attached to this Discretionary Grant Application:

- A simple Business Plan outlining why a Grant should be awarded
- A copy of the latest Audited Accounts or an Income & Expenditure Sheet for the last complete financial year
- A copy of your Events Insurance Policy if the Grant requested is for a specific event
- Evidence of quotes received in support of the project cost projections

Please return the Discretionary Grant Application Form and associated documents to:

Gareth Bowen - Member Services Support Officer
Chichester City Council, The Council House, North Street, Chichester. PO19 1LQ

g.bowen@chichestercity.gov.uk