



## CHICHESTER CITY COUNCIL

### 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**

[Empty box for providing information]

**(continue on another sheet if required):**

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

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**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 October.**

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

**Name of person making the presentation:**

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**Position in the organisation:**

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**Address:**

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**Telephone number:**

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**Email:**

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**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](mailto:g.bowen@chichestercity.gov.uk)