

GRANT APPLICATION POLICY

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GRANT APPLICATION POLICY

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1. Guidance Notes

Aim of Chigwell Parish Council Grants Policy

The aim of the Parish Council's Grants Scheme is to promote an active and thriving community in Chigwell. The Parish Council recognises and supports the valuable contribution made by the voluntary sector to the well-being of the community. We provide financial support for community organisation and individuals, in appropriate circumstances, working for the benefit of Chigwell parishioners, with the intention of improving the range of services and activities in the Parish.

The wording of Grants and Donations covers monetary funding.

Grants for consideration should be submitted to the Parish Council at least eight (8) working days prior to the date of the Full Council meeting. Meeting dates are available from the Parish Council's website:- www.chigwellparishcouncil.gov.uk

Once submitted to the Parish Council, all applications will be considered by members.

Who can apply for a grant?

Below, examples are given of types of organisations to which grants may be given:

- Charitable Organisations
- Residents' Associations
- Youth/Senior Citizen Groups
- Sports Clubs and Arts Groups
- Advice Organisations
- Organisations assisting the Disabled
- Individuals in appropriate and/or exceptional circumstances

The scheme provides start-up grants for new organisations as well as grants to existing organisations. The organisation must be based in Chigwell or the surrounding area, and must be able to demonstrate that it benefits a significant number of people living in Chigwell and how it does so

What can grants be used for?

Grants can be used for capital projects (e.g. lasting assets) or for running costs. What grants might support include:

- Equipment
- Development

- Projects
- Publicity

How much grant is available?

Only one application from any group or organisation will be considered by the Parish Council in any financial year. The Parish Council will maintain a register of successful applicants to prevent multiple awards each year. The total amount of grants made in any one year will be restricted to the amounts set out in the Parish Council's annual budget under Sections 137 and 145 of the Local Government Act 1972.

The Council gives variable grants. The maximum grant available is £5,000 although a higher grant may be awarded if the majority of the Parish Council agree at a Full Council meeting. Grants up to £1,000 can be made by individual committees with the agreement of the Chair of the Council and Chair of Finance and Governance.

The annual grants budget is limited and the amount requested will often exceed the amount available. It is important that all questions on the application form are answered as fully as possible to provide a detailed picture of the activities of your organisation within the Parish.

Because this fund is for projects that will benefit Chigwell Parish residents, there are some cases where we are not able to provide grants, including:

- general appeals (e.g. national/international disasters);
- projects that will adversely impact on climate change or fail to satisfactorily minimise the impact
- projects that facilitate the use of single use plastics and similar resources
- national organisations without a locally based group;
- individuals applying for sponsorship on behalf of another cause
- to 'branches' that could be funded by their main organisation
- commercial enterprises which aim to generate a profit
- projects with party political links
- projects which discriminate on the grounds of age, colour, impairment, marital status, lifestyle and culture, nationality, race, gender or sexuality, or on economic or social status
- services which should be provided by statutory funding
- projects considered to be the responsibility of the principal authority
- for buildings that are uninsured

How do I apply for a grant?

Applicants are required to supply:-

A completed application form is available from the Parish Council Office or it may be downloaded from the Parish Council's website www.chigwellparishcouncil.gov.uk and be accompanied by the documentation requested below:-

- Where appropriate, audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous financial year (or in the case of a newly formed organisation, a comprehensive budget and business plan, also a Committee structure and bank account details);
- where appropriate, the latest bank statement
- a statement in support of your request (including photographs and plans if applicable);
- A statement of sustainability demonstrating commitment to reducing carbon and waste
- Where appropriate, a copy of your organisation's constitution.
- If applying under the 'Young person' category, a supporting letter from the head teacher of your school or college.

If the applicant is an organisation, the organisation should usually have a bank account in its own name with at least two authorised representatives required to sign each cheque. The Parish Council reserves the right to request any additional information to aid determination of the grant. All applicants completing an application form will be deemed to have read and agreed to the requirements outlined in these Guidance Notes and the 'Eligibility Criteria For and Conditions attached to Funding'.

All sections of this application form must be completed and returned with the necessary documentation not later than 8 working days prior to the meeting of the Full Council. Applications received after that date may be carried forward to the next meeting.

Applications will be considered under one of the following categories:-

- Older People (50 and over) - To maximise opportunities for independent living and to provide support and assistance when deemed appropriate.
- Young People (0 – 25) - To support a wide range of activities to empower young people and meet their social, educational or leisure needs.
- Climate Change - To facilitate projects to reduce the impact on climate change within Chigwell
- Arts and Culture - To support community involvement in local arts and cultural activities and to promote cultural services which benefit the Parish of Chigwell.
- Sports and Recreation - To support community participation in local sports and leisure activities to enable clubs to develop and improve the sporting infrastructure.
- Highways and Transport - To facilitate access and sustainable transport schemes by community and voluntary activity and promote cycling schemes.
- Enhancing the Environment of Chigwell - To improve the environment of Chigwell, safeguard and enrich its heritage resources/bio- diversity and to sustain community life. (e.g. nature conservation, recycling, local history).

Charitable and Advice Organisations

- Organisations who offer advice free of charge and charitable organisations that are of benefit to the residents of Chigwell Parish.
 - Organisations assisting disabled people
 - Organisations that offer support and assistance to disabled people of Chigwell
-

The Grants Scheme is unable to support:-

- Costs of routine maintenance and repair of equipment (unless in exceptional circumstances).
 - Salary or routine administration costs
 - Individuals
 - Hospitality
-

Applicants should be aware:-

- If the project is relying on funding from the Parish Council, it should not be started until the award of a Grant has been confirmed in writing by the Parish Council Clerk.
- If a project has already started, it cannot be funded through this scheme; • Grants will not be awarded retrospectively.
- Grants may be for less than the amount requested.
- If the group is unable to use the Grant for the stated purposes and within the stated timescale, monies must be returned to the Parish Council.
- The Grant must be used only for the purpose for which the application was made. To support the grant the Parish Council will ask for an end of project report. Where projects extend beyond a 12 month period, an interim report will be required.
- Awards for funding which are not for projects within the current financial year will be considered on a case by case basis

The Committee's decision will be final.

Who can I contact for more information or advice?

If you have any questions, require further information or would like help filling in the form please contact:

Clerk to the Council
Chigwell Parish Council
Hainault Road
Chigwell
Essex IG7 6QZ
020 8501 4275

2. Criteria

Grant applications are assessed by the Parish Council on the following criteria. Please tick all that apply to your application

General Criteria

- Works towards the achievement of Chigwell Parish's net zero 2030 commitment
- Has public appeal or particular appeal to local residents and/or increases/encourages community engagement.
- Is freely accessible by all sections of the community.
- Assists local projects.
- Benefit remains in the community.
- Adds to or improves existing community facilities.
- Offers partnership with other organisations.
- Provides a well justified Statement in support of the application. (including photographs and plans if applicable)
- Includes a copy of the organisation's constitution.

Financial Criteria for Application

- The grant support will make a real difference to the proposal.
- Evidence of efforts to generate income from other sources.
- Details of other funding plus audited accounts, or a comprehensive budget and business plan including details of current finances for the organisation.
- The organisation has a bank account in its own name with at least two signatories to sign cheques/approve payments.
- Includes a signed statement to say the organisation has read and agreed to the requirement of Grant Funding from the Parish Council.

Conditions of Grant Support

- Clear indication of aims.
- Subsequent proof/easy to identify how the money will be spent
- Proof of fulfilling the Parish Council's policy criteria

[] Project not yet started. If the project is relying on funding from Chigwell Parish Council, it should not be started until an offer letter has been received.

3. Grant Application Form

Please return this form digitally if possible. Please complete all sections in black.

Name of Organisation: [YOUTH UNITY CIC](#)

Email: james@youthunity.org Website: www.youthunity.org Correspondence

Address: : 27 Duke Street

Street, Saxon House,

Chelmsford

Telephone number: [0203 105 3525](tel:02031053525) Mobile: [07841 707113](tel:07841707113)

Person Making the Application or behalf of the above organisation:

Name (Mr/Mrs/Miss/Ms):[James Hensman](#)

Position: [Director](#)

Address: 27 Duke Street

Street, Saxon House,

Chelmsford

Postcode:

cn1 1ht.....

Emailshirely@youthunity.org.....

Telephone number::Mobile: [07841707113](tel:07841707113)

Preferred method of contact, please tick appropriate box

Tel: X

E-Mail: X]

1. When was your organisation formed? [19TH February 2019](#)

2. What does your organisation do?

[Youth Unity CIC](#) is a “not for profit” organisation established to provide effective help and support to vulnerable young people and adults affected by group violence (gangs), drugs and other forms of exploitation such as human trafficking, CSE and extremism. We work in collaboration with statutory organisations, commissioned services, and charities to provide a more cohesive approach to solutions.

We focus on improving opportunities for all, especially young people from disadvantaged backgrounds. Our overall belief is that by helping to improve the overall health and well-being of an individual they can make better informed choices and decisions.

Our focus is Early Intervention and Identification of those 'at risk' from Gangs, Serious Youth Violence, Criminal Exploitation, and associated vulnerability strands such as mental health and SEND. This is consistent with the Government's 4P approach. This strategy effectively coordinates joint working to reduce the levels of vulnerability affecting our local communities.

It uses the framework often referred to as the **4Ps (Pursue, Prevent, Protect and Prepare)** and strengthens a partnership approach to safeguarding our most vulnerable and tackling offenders.

3. Organisation website address:

www.youthunity.org

4. Is your organisation a registered charity? (Delete as appropriate) **NO**

5. State Registered Charity Number: 11843189

6. Is your organisation part of, or affiliated to, any national organisation? **NO**

If yes please give details:

How often and where does your organisation meet? **Weekly**

planning meetings virtually and face to face

7. If premises are rented what is the approximate annual cost? Use for the Limes Farm Community Centre, or mobile depending on need and weather etc.

8. What are your present charges/subscriptions/fees? **N/A**

9. Briefly describe the project or purpose for which you require a grant and how the project or purpose will benefit the community or residents of Chigwell.

Youth Unity has been actively delivering a collaborative youth provision with Epping Forest District Council in the Limes Farm estate. In 2023, with support from CPC funding, we successfully established and delivered a weekly Friday Night Youth Hub at Limes Farm Community Centre. The programme has been well attended and positively received, with strong feedback from local Councillors and District Council officers, evidencing both need and impact.

The Limes Farm estate (IG7 5LP) sits within a Lower Super Output Area (LSOA) that falls within the **most deprived 20–30% nationally** according to the Index of Multiple Deprivation. The area experiences elevated levels of child poverty, income deprivation, and barriers to opportunity, alongside higher-than-average rates of anti-social behaviour and youth-related incidents. Local policing data identifies ASB and low-level offending as ongoing concerns, particularly during afterschool hours.

Building on the success of the current programme, Epping Forest District Council has encouraged Youth Unity to seek further investment to extend delivery for an additional 25 weeks. This next phase will focus specifically on younger children aged 8–11, who currently face barriers to attending existing sessions due to the presence of older age groups and associated safety concerns.

Our proposed sessions will provide a safe, structured and engaging environment where young people can express themselves, build trusted relationships with youth workers, and develop essential life skills including confidence, resilience, and aspiration. Activities will be inclusive and tailored to both boys and girls, offering meaningful opportunities to socialise, form friendships, and feel a sense of belonging within their community.

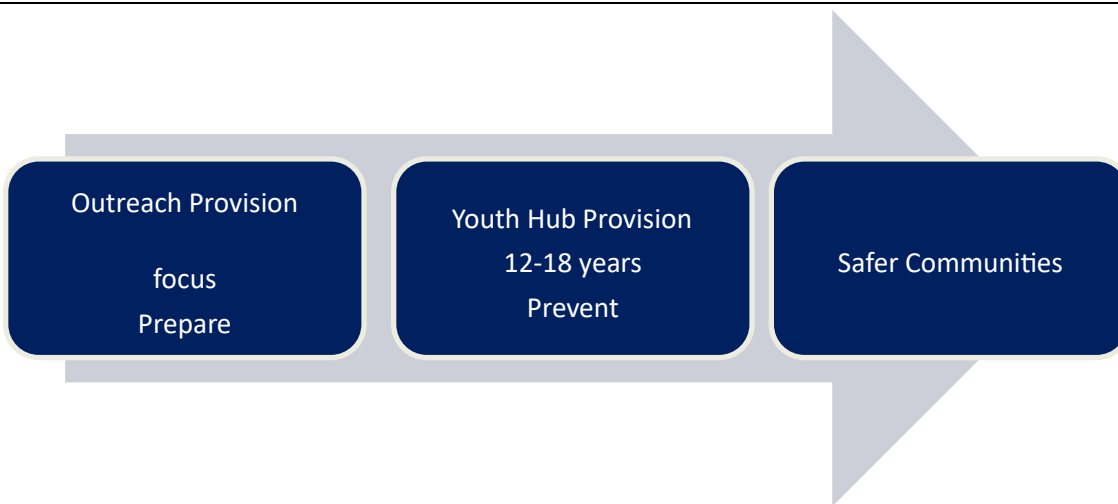
This programme builds on our strong, established relationships within Limes Farm, including our ongoing partnership with Limes Farm Junior School. Through consistent in-school engagement, targeted outreach, and visible community presence, Youth Unity has developed a trusted and positive reputation among young people, families, and local stakeholders—enabling us to engage those most at risk of disengagement.

We also work in close partnership with **Active Essex**, **Essex Police**, and the **Epping Forest Community Safety Partnership**, ensuring our delivery is aligned with wider local priorities around youth engagement, health and wellbeing, and crime prevention. This joined-up approach enables effective information sharing, coordinated outreach, and a collective response to emerging local issues—strengthening both the reach and impact of the programme.

The funding sought will sustain the existing Youth Hub while broadening its reach through targeted outreach and age-specific provision. In doing so, we will better support young people at a critical transition point between primary and secondary education—an age where early intervention is proven to reduce the risk of exclusion, anti-social behaviour, and longer-term involvement in crime. Central to our approach is addressing the issue of “Lost Hours”—the period between 3pm and 7pm, when young people are statistically most vulnerable to exploitation, anti-social behaviour, and involvement in crime. By providing structured, positive alternatives during these hours, our programme complements existing services and contributes directly to safer communities.

Through this expanded provision, Youth Unity aims to deepen its impact in Limes Farm, strengthen local partnerships, and continue delivering trusted, high-quality youth work that supports safer, healthier, and more resilient communities.

This project will provide a safe, structured weekly youth offer for children aged 8–11 living on the Limes Farm estate in Chigwell, increasing access to positive activities, improving wellbeing, and supporting community safety during peak after-school hours.”



1.	Youth Hub 12-18 years	Confirmed Funded – Through Essex PCC	12 months until March 2025
2.	Outreach Focus 8-11 years (transition focus) Lost Hours 3pm -530pm	Application to Chigwell Parish Council	Request for 6 months until March 2027

10. What areas of Chigwell do your activities cover (e.g. Grange Hill, Chigwell Row, Limes Farm, Chigwell Village?).

LIMES FARM ESTATE, and surrounding areas

11. Approximately, how many people do you expect to benefit from this project?

Number of young people who take part in each session 20 to 30	30
Number of young people completing rate my concern surveys	60

12. If possible, please estimate the percentage of these that may be Chigwell residents : 95%

13. Age Group. 0-25 26-49 50+ All ages

Special or minority groups (please specify)

White British, White Other, Black Caribbean, Black African, Asian, White, Mixed

Heritage, Bangladeshi, Pakistani, Irish Traveller,

How do you think your application matches the Parish Council Grants Policy?

his application strongly aligns with the aims of the Parish Council’s Grants Policy by directly contributing to a more active, inclusive, and thriving community within Chigwell parish.

Our proposed project will deliver 25 weeks of structured, free youth provision at Limes Farm Community Centre, specifically benefiting children aged 8–11 living on the Limes Farm estate. By providing accessible, positive activities within the parish, we are increasing the range of services available to local young people and addressing a clearly identified gap in provision for this age group.

As a community-led organisation, Youth Unity plays an active role in supporting the wellbeing of Chigwell residents. Our sessions are designed to improve confidence, social skills, and emotional wellbeing, while also creating opportunities for young people to build trusted relationships with youth workers and peers. This contributes directly to stronger, more connected communities.

The project also supports wider community safety objectives. By delivering activities during the peak “after-school” hours (3pm–7pm), we provide a safe and supervised environment that helps reduce anti-social behaviour and supports early intervention. Our work is informed by local need and strengthened through partnerships with Limes Farm Junior School, Active Essex, Essex Police, and the Epping Forest Community Safety Partnership.

Importantly, this funding will enable us to expand and sustain an existing, proven programme, ensuring continued benefit to Chigwell parishioners. The sessions will remain free at the point of access, removing financial barriers and ensuring inclusivity.

Overall, this application reflects the Parish Council’s commitment to supporting voluntary sector organisations that enhance local services, improve wellbeing, and deliver tangible benefits to the community.

Category under which you would like your application to be considered under?

- | | |
|---|-------------------------------------|
| Young People | <input checked="" type="checkbox"/> |
| Older People | <input type="checkbox"/> |
| Climate Change | <input type="checkbox"/> |
| Arts and Culture | <input checked="" type="checkbox"/> |
| Sports and Recreation | <input checked="" type="checkbox"/> |
| Enhancing the Environment of Chigwell | <input type="checkbox"/> |
| Charitable and Advice Organisations | <input type="checkbox"/> |
| Organisations assisting disabled people | <input type="checkbox"/> |
| Highways and Transport | <input type="checkbox"/> |

14. What is the identified need for your proposal?

Evidencing Need

Schools and Community Insight

Consultation with local schools and community stakeholders continues to highlight a rise in risk-taking behaviours, anti-social behaviour (ASB), and youth violence, particularly among young people transitioning from primary to secondary education. These behaviours are occurring both within school settings and across the Limes Farm community.

Partners report growing concern around an emerging culture of ASB, with early indicators of progression into group offending and criminal exploitation. Without early intervention, there is a clear risk of escalation into more serious and entrenched behaviours.

Police Data and Local Crime Trends (2025–2026)

Recent police data (January 2026) shows the most commonly reported offences in the area as:

- Violence and sexual offences: 49 incidents
- Vehicle crime: 29 incidents
- Criminal damage and arson: 17 incidents
- Drug offences: 17 incidents

Crime levels have remained consistently high across the past year, peaking at:

- 157 offences in December 2025
- 155 offences in January 2026

This sustained level of crime reflects ongoing challenges within the local area, particularly linked to ASB, violence, and drug-related activity.

Essex Police have identified key local priorities (February 2026), including:

- Tackling drug dealing and county lines activity
- Reducing violent crime through hotspot policing
- Addressing anti-social behaviour and repeat offending

These priorities highlight the need for preventative, community-based interventions that reduce demand on policing and disrupt pathways into crime.

Community Safety Partnership (CSP)

The Epping Forest Community Safety Partnership continues to identify Limes Farm as a priority hotspot for Serious Youth Violence (SYV) and ASB. There has been a notable increase in referrals of young people into statutory services, alongside recognition of a gap in early-stage, preventative provision. Youth Unity's approach directly complements CSP and policing priorities by focusing on early intervention, diversion, and community-based engagement.

The Opportunity: Diversion and Prevention

This project will deliver targeted, diversionary youth activities during peak risk hours (3pm–7pm), providing a safe and structured alternative to street-based activity.

The programme will:

- Divert young people away from ASB, exploitation, and criminal involvement
- Support early identification of risk and improve information sharing with partners
- Build trusted relationships between young people and positive role models
- Strengthen community safety by reducing opportunities for offending

By aligning with police priorities around violence reduction, drug prevention, and hotspot activity, this provision will play a key role in creating a safer, more resilient Limes Farm community.

16. Please summarise the environmental impact of your proposal and your mitigation measures

In existing local facility at Limes Farm Community Centre. By utilising an established venue within the Chigwell parish, the project avoids the need for additional construction, infrastructure, or significant resource use.

We actively minimise environmental impact by encouraging local participation, with the majority of young people able to walk to sessions. Staff travel is planned efficiently, with car sharing and the use of public transport where possible, reducing overall emissions.

Our delivery model incorporates environmentally responsible practices, including:

- a. Reducing waste through the use of reusable materials and limiting single-use plastics
- b. Recycling materials where possible during sessions and activities
- c. Using digital communication to reduce paper use
- d. Encouraging young people to take part in discussions and activities that promote environmental awareness and responsibility

17. When do you intend your project to start?

September 2026

18. How will you measure the success of your project? [Survey Participation](#) / [Case Studies](#) / [Professional feedback](#) / [Attendance figures](#)

Key Performance Indicators will be used to inform the impact on the outcomes articulated above.

They will include

% of young people who through the support of the project state that their confidence has increased to develop their own resilience and confidence.

- % reduction in ASB offences being committed.
- % increased awareness following the proposed activities
- % qualitative feedback following the proposed activities

EXPECTED RESULTS

Finance Benefits

Cost savings generated from Earlier Intervention, i.e. improved mental and physical health costs compared against increased costs attributable to later intervention

Other Benefits

✓ Increased pupil confidence and love of creative learning ✓
Improved behaviour management ✓ Increased young people
engagement ✓ Increased joint working ✓ Increased
identification of safeguarding risks ✓ Earlier identification of
positive intervention opportunities ✓ Increased client
satisfaction ✓ Increased engagement with the vulnerable client
cohort ✓ Increased joint information sharing ✓ Strengthened
joint working relationships with statutory and commissioned
services

19. What grant amount are you seeking? (The Council cannot make a determination if the amount is not indicated). £ 3,650

20. What is the total cost of the project for which you are seeking a grant? (Please include budget/costing). £ 3650

Project Budget (Dec 2026 – March 2027) 4 months

Staffing £3,120

Refreshments: £250

Sporting Equipment: £300

Training: £200

Total Cost: £3,870

Funding Requested: £3,650

Youth Unity Contribution: £220 in kind

21. If you are not applying for the full amount, please specify where the remaining funds will come from:

N / A

22. Have you applied for, or do you plan to apply for a grant in respect of this project to any other organisation (including Local Authorities)? **NO** If yes, please give the following details:

Details of all applications both successful and unsuccessful.

Amount Received (if money is not yet received but promised please include)

.....

23. Please give details of your organisation's own fund raising efforts.

N/A.....

24. Please add any supplementary information in support of your application. (Additional literature, leaflets or recent annual reports may be enclosed with the application).

We know that many of the YP we engage with lack consistent trusted adults in their lives with whom they can share concerns about their safety and wellbeing. They are at greater risk, since rejection, lack of positive attachment, low self-esteem and peer introduction to exploitative adults are risk factors that contribute to involvement in youth violence

Through our work we will seek to empower YP to be socially and personally responsible, make informed decisions and build their self-efficacy. We will reduce external risks by building internal resilience in our young people.

In parallel with this work, Youth Unity CIC have an established network of partners we can harness to engage and support families and key individuals important to the YP on the project. We will use our existing trusted relationship with the Young Person to build confidence and support referrals into the following family support services.

Input from young people has been instrumental to the creation of this project and continued feedback and suggestions will be vital to us delivering against our outputs and outcomes.

Have you previously received, or applied for a grant from Chigwell Parish Council? Yes If YES, please give details of amount(s) and year(s) and purpose:

2023/2024 - Unity Hub – Club

Feb 2023 – 1050.00

May 2023 1800.00

25. BANK DETAILS

Name of Bank: Virgin Money

Name of Account: Youth Unity CIC

Sort Code: 05 02 00

Account No: 29955964

Number of signatures required to approve payments 2

26. Where did you learn you could apply for a Parish Council grant?

Noticeboard Website Social Media Press Minutes

Other (please specify) – Cllr Lisa Morgan

CSP staff members

Have you found this application straightforward to complete? ***YES**

If NO, please let us know of any improvements we can make to assist applicants

A google or Microsoft form would be easier to follow.



@YOUTHUNITYCIC



DECLARATION

I DECLARE THAT:

I have read and accepted the Guidance Notes and Conditions of Funding and have answered all questions fully and truthfully.

I also declare that any grant made will be used solely for the purpose outlined in this application. Chigwell Parish Council will be recognised on any materials produced and in any form of publicity as result of this grant.

I UNDERSTAND THAT:

Chigwell Parish Council reserves the right to request a list of names and addresses of members of my organisation.

Any materials produced, made, originated, developed or arising out of the provision of the grant are to be made available for use by the Parish Council if requested.

Chigwell Parish Council may ask for additional information at any stage of the application process.

I will be required to submit details showing how the grant funding was used. Chigwell Parish Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified.

The application form and supporting information will be copied and placed on the public agenda for Parish Council meetings. Personal data that has been supplied will not be disclosed and will be held by Chigwell Parish Council in accordance with the GDPR.

Name ...James Hensman
.....

Position
Managing Director

Signature*James Hensman*
.....

Date
25th April 2024

4. Important Information

PLEASE READ THIS PRIOR TO COMPLETING YOUR APPLICATION

To avoid the Council making inappropriate grants of public funds it is a requirement that the following documents **MUST** accompany your application.

- Where appropriate, a copy of your organisation's CONSTITUTION
- Where appropriate, copies of your organisation's AUDITED OR INDEPENDENTLY EXAMINED ACCOUNTS and balance sheet, together with up to date STATEMENTS of all current and investment account balances held by the group, if the accounts are for a period ending more than six months prior to the application date. (Independent checks can be carried out by anyone not associated with your organisation. The accounts then need to be signed and dated by that person)
- In the case of a newly formed organisation, a BUDGET and BUSINESS PLAN should normally be submitted
- Where an individual is making a claim under the 'Young person' heading, a supporting letter from the head teacher of the school or college attended

The Parish Council is committed to operating within an equal opportunities framework. If you are a newly formed group you may want to use the following equal opportunities statement until you develop your own.

This group/project is committed to working in a way which values and treats all people with respect and dignity, and celebrates diversity. The group/project, through its practices, will ensure that no member, service, user, employee, volunteer, job applicant will receive less favourable treatment or suffer unlawful discrimination on the ground of age, colour, impairment, martial status, lifestyle and culture, nationality, race, gender or sexuality, or on the grounds of economic or social status.

5. Application Check List

The following checklist has been prepared to assist you in completing your Grant Application Form. Applicants are advised to read the list below before submitting the completed application form

- Have you completed ALL sections of the form? Yes
- (If you are unable to complete any part of the form, please indicate why in a supporting statement, or write 'not applicable' where appropriate)
- If applicable, does your application set out how your organisation meets the requirements of the 'eligibility criteria?' Yes
- If applicable, have you enclosed a copy of your organisation's latest accounts and constitution? Yes
- Have you signed the statement on the last page of your application form to certify that all the details are correct? Yes

Please return your application form with the documents as listed as soon as possible and no later than eight working days before the next meeting of the Full Council

When completed, this form together with supporting documents should be emailed to:

anthony.belgrave@chigwellparishcouncil.gov.uk Or sent to:

Anthony Belgrave
Chigwell Parish Council
Hainault Road
Chigwell
Essex IG7 6QZ

Please note you will be required to provide the Parish Council with details and/or photographs of how the Parish Council grant funding has been spent should you be successful in your application.