

West Dean Parish Council

Grant Checklist

Please ensure that you complete all sections of the application form as fully as possible providing any additional information on a sperate sheets if required.

Please ensure the grant application is signed and dated by the person responsible for the project.

Please also ensure that the application form is the 2026/27 allocation, using the incorrect form may delay or void your application.

Please use the list below to ensure your application is fully completed, and provide copies of the documents or information listed:

- Charity Registration Number ☐
- Management Committee Terms of Reference ☐
- Equal Opportunities Policy ☐
- Constitution or Rule Book ☐
- Membership Policy ☐
- Aims and objectives ☐
- Copy of Planning Permission (if required) ☐
- Fund Raising / Sponsorship ☐
- Previous Years Accounts ☐
- Details of Reserves ☐
- Bank Account Details ☐
- Proof of Ownership (if required) ☐
- Proof of Permission to carry out work to property ☐
- 2 Quotes for Goods or Services ☐