HIGHCLIFFE and WALKFORD PARISH COUNCIL

APPLICATION FOR GRANT - ORGANISATION/GROUP ONLY

[The Council regret that they are unable to consider grants or sponsorships for individual persons]

- This form MUST be completed IN FULL before the Council may consider any grant application. Applications must also enclose copies of their organisation's CONSTITUTION, their most recent ANNUAL REPORT, their last AGM MINUTES, and a copy of their most recent published ANNUAL ACCOUNTS.
- Grants will not be made retrospectively.
- Applicants are encouraged to appear in person before council or grants committee to present their application and answer questions.

1.	FULL NAME OF ORGANISATION	Highcliffe Library
2.	FULL POSTAL AND EMAIL ADDRESS OF ORGANISATION.	
	Email:	highcliffelibrary@bcpcouncil.gov.uk
	Address	7 Gordon Road Highcliffe Christchurch
	POST CODE	BH23 5HN
3.	Regd. Charity No. [If applicable]	N/A
4.	Contact telephone number	01202 127369
5.	Full NAME of organisation's delegated contact.	Marisa Murawski
6.	Position/Title of nominated contact.	Customer Services Manager, BCP Libraries
7.	Please describe your organisations aims and objectives.	BCP Libraries aim is to provide a statutory library service. Our objectives are: • Promote literacy, reading and study • Provide access to technology and digital learning to support communities in their everyday lives. • Enable the support of healthy and creative communities
8.	Does your organisation work SOLELY for the benefit of the people of Highcliffe and Walkford?	NO People come from other local areas to use the library.

9.	If "YES" how many Highcliffe and Walkford residents benefit on a regular basis from your organisation?	
10.	If the answer to question 8 is "NO", please specify the geographical areas that you provide for and the number of persons that regularly benefit from your Charity or organisation.	Geographical area includes Christchurch and the areas bordering to the north and west including New Milton. For 2025-2026 Highcliffe Library had 19,010 visitors.
11.	If your organisation is OUTSIDE Highcliffe and Walkford, how many Highcliffe and Walkford residents do [or will] regularly benefit from the services you provide?	N/A
13.	How many UNPAID VOLUNTEERS	17
14.	How many FULL TIME PAID	0
15.	How many PART-TIME PAID staff	4
16.	Have you ever received a grant from Highcliffe and Walkford Parish Council	NO
17.	If "YES",	
	DATE when grant awarded?	……..
	AMOUNT awarded?	£ 12,000

PART 2. - ABOUT YOUR GRANT APPLICATION

18.	What GRANT SUM are you to Highcliffe And Walkford Parish Council for?	In numbers: £ 12,000 In letters: Twelve Thousand Pounds
19.	What is the TOTAL project cost?	£12,000
20.	Where is the balance of the project funding coming from?	From this application
21.	Would you please specify what the grant would be used for? [e.g. Capital project, Running costs, etc]	Project to replace current decking/fire escape at Highcliffe Library
22.	If the grant is towards a project development, do you require formal planning consent?	No
23.	If the grant is to be used for a PROJECT, when do you expect to start and finish?	
24.	Please give any additional information that you feel is relevant, or will support the grant application e.g. Any fund raising events undertaken by your organisation, & any amounts raised. [other than grant applications]	

PLEASE NOTE:
If your grant application is successful, whether in whole or in part, it would be conditional upon you [i.e. your organisation] acknowledging HIGHCLIFFE and WALKFORD PARISH COUNCIL in your Annual Report, or in any other publication [Newsletter, magazine, etc] relevant to your organisation. In signing this grant application, you agree to be bound by this condition.

Signed

[Nominated authority/contact listed page 1.]

DATE of application
Enclosure Checklist

1. CONSTITUTION.
2. RECENT ACCOUNTS.
3. MINUTES OF LAST AGM
4. ANNUAL REPORT

FOR HIGHCLIFFE and WALKFORD PARISH COUNCIL USE ONLY

Date application received?
Date acknowledged/replied to?
Recommended [committee] £
Approved/Ratified [Full Council] £

AMOUNT OF GRANT PAID? £
DATE PAID? Account ref