



GENERAL GRANT APPLICATION FORM

This application form may be used for General Grant applications of up to £500 in the financial year 1 April 2019 – 31 March 2020. Organisations may only receive one grant per financial year.

Please refer to the Procedures and Guidance Notes documents when completing this form.

SECTION 1: ORGANISATION AND APPLICANT DETAILS		
1.	Name of Organisation	
2.	Name and address of contact for this application.	
3.	Telephone number/s of contact for this application.	
4.	Email address of contact for this application.	
5.	Status of organisation (if registered charity, please include number)	
6.	How long has the organisation been established?	
7.	Brief description of purpose of group.	
8.	Are you part of/affiliated to a larger organisation?	
9.	How many members do you have?	
10.	Is there an annual subscription/membership fee?	

11.	Please provide contact details for another senior member of your organisation (e.g. a committee member)	
12.	Please provide contact details for an independent referee (someone who knows about the group and project but is independent).	
<i>If your organisation has a Constitution or set of agreed rules, please enclose a copy with this application form.</i>		

SECTION 2: FUNDING		
13.	Total cost of project?	
14.	Grant requested (maximum of £500)	
15.	How much has already been raised towards the project?	
16.	How will the balance be funded? (if applicable)	
17.	Has any further grant funding been sought for this project? (if so, please specify details)	
18.	Has the organisation sought more than one quote for the project? (please enclose copies if possible)	
19.	Does the organisation have its own bank account with a minimum of two signatories?	
20.	Please confirm account name for the cheque, should the application be successful (or account details for bank transfer)	

Please include with your application:

a) Accounts for the last two years (draft is fine if not yet audited)*

b) Bank account details

**Start-up groups without two years of accounts may apply for a maximum of £250 and should enclose a bank statement and business plan with their application.*

SECTION 3: PROJECT DETAILS

21.	<p>Please briefly describe the project, including:</p> <ul style="list-style-type: none">- Where it will take place- How the community of Leighton-Linslade will benefit- How the project supports the community- How have you identified the need for this project?- How will you assess the success of the project? <p>(if necessary please supply further details on a separate single sheet of paper)</p>	
22.	How many people in Leighton-Linslade do you expect to benefit directly from the project?	
23.	Please advise the timescale for the project.	
24.	Will the project require ongoing financial support, e.g. maintenance? If so, how will this be funded?	

SECTION 4: CHECKLIST**Please enclose the following with your application:**

25.	Two years of accounts (or for start-up groups, a bank statement & business plan)	
26.	Quotations for the project (if applicable/available)	
27.	Organisation's Constitution or set of rules	
28.	Any other relevant supporting information regarding the project	

SECTION 5: SIGNATURE AND DECLARATION**Please initial next to points 29-36 and sign below to acknowledge the terms and conditions of submitting this grant application.****No application will be considered unless this section is completed in full and signed by the contact person named in Question 2.**

29.	I declare that the information given is correct to the best of my knowledge and that any funds received will be used solely for the purpose detailed on this form.	
30.	I understand that the documentation supplied will not be returned and may be made available for public scrutiny.	
31.	I agree that the grant will be returned if the specified project cannot proceed.	
32.	I agree that, if successful, details of the project may be published by the Council.	
33.	I agree to supply a report back to the Council within twelve months regarding expenditure of any grant funding.	
34.	I confirm that I have authorisation to apply for a grant on behalf of the organisation.	
35.	I understand that the information provided on and with this application form will be used by the Council to judge whether or not to award a grant and that this decision may be made at a meeting which is open to the public.	
36.	I confirm that I have read and understood the General Grant guidance notes issued by the Town Council.	
37.	I confirm that I am happy for the Town Council to retain this application form and the personal data contained within it, in order to process the grant application. I understand that data will be held securely and not passed on to any third parties. I am aware that the Town Council's Privacy Notice and policies are available to view on its website.	

Name of Contact: _____

Role in Organisation: _____

Signature: _____

Date: _____