

Westgate-on-Sea Town Council

GRANT APPLICATION FORM

Please complete all sections of this form clearly using black ink.

A. YOUR DETAILS

1. Name of organisation in full:

2. Name and address of person making the application (to whom all correspondence will be sent):

3. Daytime telephone number:

4. E-mail address:

5. Organisation name cheques should be made payable to:

B. YOUR ORGANISATION

6. Registered charity number (where applicable):

7. Year organisation established:

8. What does your organisation do? *Please give aims and objectives. If you have a constitution, please attach this, together with any other publicity information you consider appropriate.*

9. What area is served by your organisation?

10. What is the total membership of your organisation?
11. How many members live in the Town?

12. Please give the names and addresses of the officers of your organisation.
- Chairman
- Treasurer
- Secretary

13. Please provide a set of your organisation's latest **accounts**, together with details of income and expenditure for the current year. If a large reserve and/or surplus is indicated in your latest annual accounts please explain why you are applying for additional funds. For new organisations without previous audited accounts - please supply a business plan detailing how your organisation is structured, its aims and ambitions, and provide a constitution if available.
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C. GRANT REQUEST

14. How much grant are you asking for?
15. What is the total cost of the project?

16. What will you use the grant for?
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17. How many people in the Town area do you estimate will be benefit from the grant?

18. Have you applied for funds from other sources? YES/NO
(If yes, please give details of where and the amount and whether this has been successful)

Source:	Amount	Success
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

What fund raising efforts will your organisation be making?

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20. What is the age range of beneficiaries of any award e.g. children/youth/adult/senior citizens.

Age Range	Yes/No
Under 5 years	Yes/No
5 – 16 years	Yes/No
16 – 25 years	Yes/No
25 – 65 years	Yes/No
65 +	Yes/No
All of the above	Yes/No

Please use the space below to include a **Statement** in support of your request. (*This must include details of how your organisation meets the 'eligibility criteria' set out in the information pack sent to you with this form.*)

D. STATEMENT IN SUPPORT OF GRANT REQUEST:

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E. CERTIFICATION

I certify that the above information and the contents of the attached documents are correct at the time of applying. I understand that if any of the information is subsequently found to be incorrect this may lead to the organisation being disqualified from consideration and/or the withdrawal of any grant awarded. I agree to my organisation being bound by the eligibility criteria and any conditions set by the Town Council.

Signed:	Date:

If successful the Town Council will expect to be included in any publicity and its contribution noted. There will also be conditions attached to any grant awarded covering how to repay the grant should it not be used as per the application form, or if the event is cancelled. Acceptance of any funds will be deemed to be agreement of conditions attached

Westgate-on-Sea Town Council

GUIDE TO COMPLETING GRANT APPLICATION FORM

Please ensure you have read and you understand the grant policy and criteria attached to the application form. When completing the form please note the following:-

- A 1-4** Please give clear contact details of person within your organisation who is making the application and who is responsible and has authority to apply on the organisation's behalf.
- A 5** The grant policy requires that the applying organisation has a bank account in its name – cheques cannot be made to individual people.
- B 6-7** If your organisation is a registered charity please enter the charity number and give details as to the year the organisation was established. This will help the Council to understand whether your organisation is long standing or newly formed.
- B 8** It is important to answer this as fully as possible so that the Council is in no doubt as to what your organisation stands for. Publicity on past projects, or any publicity relating to the formation of your organisation will help. Attach a copy of the formal signed constitution of your organisation. Remember, the Council will only grant aid to “not for profit” community or voluntary organisations.
- B 9-11** This will help the Council learn about the geographical area that will benefit from your organisation.
- B 12** This confirms the management structure of your organisation.
- B 13** You need to submit a copy of the latest signed audited accounts which show how you have received and spent monies in the past and what reserves you hold. If your organisation holds a large reserve, please explain why you cannot use that reserve – is it set aside for another project or is it to cover normal yearly running costs. For new organisations, you will need to submit a business plan which outlines the aims and aspirations of the organisation, how funds will be managed, what the outcome of the project will be and how it will be managed in the future.
- C 14-16** In explaining what you intend to use the grant for, remember also that grants cannot be given towards general running costs or normal maintenance, salaries or honorariums.
- C 17** This will help the Council to gauge the effectiveness of its grant and also help the Council to know it is complying with Government legislation.
- C 18-19** This is where you can show the self-help you have undertaken to raise funds for the project – include things like other grant applications, raffles, fairs, sales etc.
- C 20** This helps the Council to ensure its funding benefits as many different groups as possible.
- D** Statement – List here as much information as you can to support your application – it does not matter how trivial you think it may be – it can all help explain your project and idea.
- E** Remember to sign your application.