

TELSCOMBE TOWN COUNCIL



Telscombe Civic Centre, 360 South Coast Road, Telscombe Cliffs, E Sussex, BN10 7ES. Tel: 01273 589777

GRANT APPLICATION FORM

The Town Council invites grant applications of **under £500**. The aim of the scheme is to help promote an active local community and support local organisations which directly benefit residents of the town as much as possible. Applications can be made for help towards a special project, or the everyday running costs of your organisation.

1. NAME OF ORGANISATION:

If application granted, cheque to be made payable to: *(if different from above)*

Bank account details for payment:-

Account Name

Account Number

Account sort code

2. ADDRESS:

CONTACT NAME:

3. **VAT REGISTERED:** YES / NO

4. **REGISTERED CHARITY:** YES / NO

Charity Registration No:

5. DATE ORGANISATION ESTABLISHED:

6. DESCRIPTION OF ORGANISATION:

Number of Employees **Number of Volunteers**
.....

7. MEMBERSHIP

Total Membership:

Membership Resident in Telscombe Town:

8. REASON FOR GRANT REQUEST:

(eg. details of project together with numbers of those involved in the project, members and/or others, equipment, event)

9. AMOUNT OF GRANT REQUESTED: £.....

10. I/WE ACKNOWLEDGE AND ACCEPT THAT PAYMENT IS MADE SUBJECT TO THE MONEY BEING SPENT ON THE SPECIFIC REASON DETAILED IN 8 ABOVE AND I/WE WILL PROVIDE A REPORT TO TELSCOMBE TOWN COUNCIL AT THE END OF THE PROJECT.

Signed

On behalf of

Date

11. DETAILS OF PREVIOUS GRANT APPLICATIONS TO THE TOWN COUNCIL:

(Please enter year and if successful amount of grant received)

12. FINANCIAL INFORMATION:

*(Please complete details below and either **attach last year's accounts or summary of accounts for your organisation**).*

	Now	One Year Ago
Current Assets
Current Cash Balance
Annual Income
Annual Expenditure

Signature **Date**

(person authorised to apply for and on behalf of the organisation named in Item 1)

Please read accompanying notes before completing and submitting your application form.

13.

Notes:

The Town Council considers grant applications from local organisations each year and successful applications do not imply an automatic future success – each is considered on its merits and against availability of funds.

Depending on circumstances, organisations that are successful in their grant application may be invited to attend a presentation ceremony for publicity purposes.

To be eligible to apply for a grant from Telscombe Town Council, the applicant must be able to provide and/or meet all of the following criteria:

- i. Voluntary/community group or registered charity which provides a service or activity for the benefit of the residents of Telscombe Town.*
- ii. A bank account held in the name of the group.*
- iii. A copy of their latest annual accounts.*

Applications without the necessary supporting documentation will not be considered.

Please do not leave any boxes on the application form blank.

*The following **are not** eligible:- businesses, individuals, political parties or religious groups.*

The Council may publicise grant payments made and to whom in its Annual Report, website and through social media.

How the information you provide will be used

General Data Protection Regulations - Any personal information such as name, postal address, telephone number, and email address given via this website/form will only be used to provide a requested service, kept for as long as necessary to provide that service and will not be disclosed to any other third party without your prior permission or unless we are required to do so by law