

PADSTOW TOWN COUNCIL



GRANT APPLICATION FORM 2017-18 **(TO BE AWARDED DURING THE PERIOD 1.4.17 – 31.3.18)** **APPLICATION DEADLINE 31 JANUARY 2017**

Notes to Application Form

- Please read the attached Grants Policy before completing this form
- After completion please return to the Responsible Financial Officer (RFO)
- If you wish to discuss your application or require assistance please contact the RFO or the Town Clerk.

Section 1: Organisation Details

- 1.1** Name of organisation.....
- 1.2** Where is the organisation based?.....
- 1.3** Age range for services provided.....
- 1.4** Number of members
- 1.5** Is your organisation a registered charity?....No / Yes - charity no:.....
- 1.6** Is your organisation affiliated to a national organisation?.....
.....
- 1.7** Please briefly describe the aims of the organisation and give details of how it benefits the local community:
.....
.....
.....
.....

Section 2: Grant Request

- 2.1** For what purpose is the grant required?.....
.....
.....
- 2.2** How much grant aid are you requesting?.....

2.3 If required to assist general running costs – please confirm dates of the financial year relative to your application:

From.....To.....

2.4 If required to finance a specific project or purchase, please give details including the total estimated cost of the project and /or equipment:

.....
.....
.....
.....

Section 3: Additional Funding

3.1 Has your organisation approached any other funding sources for assistance during the past year? Please give details below:

Source	Amount requested	Amount received
.....
.....
.....

Section 4: Payment Details

4.1 If your grant application is successful, to whom should the cheque be made payable?

.....

4.2 If your grant application is successful, to which address should the cheque be sent?

.....

4.3 Who is your organisation’s Treasurer?.....

Section: Contact Information

5.1 Please provide details of the person with whom this application can be discussed:

Name and position in organisation.....

.....Telephone Number.....

Email address.....

5.2 If different to question 5.1 who is the Chairman of your organisation?

.....

5.3 If different to question 5.1 who is the Secretary of your organisation?

.....

Section 6: Financial Information

A copy of the organisation’s most recent audited accounts should be included in your application. Where this is not possible a breakdown of your current financial position is required. Please indicate your enclosed financial information:

I enclose a copy of my organisation’s most recent audited accounts

I enclose a breakdown of my organisation’s current financial position

Declaration

The information given in the application and supplied with it is, to the best of my knowledge, true and accurate. Any financial assistance awarded will be spent for the purposes requested. I understand that copies of application forms and other supporting documentation will be available to officers and councillors of Padstow Town Council. I have read and accept the Terms and Conditions as detailed in the Grants Policy.

Signature..... Date.....

Name.....

Position held in organisation.....

APPLICATION DEADLINE 31 JANUARY 2017

PADSTOW TOWN COUNCIL
Unit 5b Treceus Industrial Estate
Padstow
Cornwall, PL28 8RW
Tel: 01841 532296
Email: enquiries@padstow-tc.gov.uk
Website: www.padstow-tc.gov.uk