**PADSTOW TOWN COUNCIL**

**GRANT APPLICATION FORM 2020-21**

**(TO BE AWARDED DURING THE PERIOD 1.4.20 – 31.3.21)**

**APPLICATION DEADLINE 31 JANUARY 2020**

Notes to Application Form

* Please read the attached Community Grant Scheme Policy before completing this form
* After completion please return to the Responsible Financial Officer (RFO)
* If you require assistance please contact us

**Section 1: Organisation Details**

**1.1** Name of organisation/group Click here to enter text.

**1.2** Where is the organisation based? Click here to enter text.

**1.3** Age range for services provided Click here to enter text.

**1.4** Number of members Click here to enter text.

**1.5** Is your organisation a registered charity? Choose an item.

Charity no: Click here to enter text.

**1.6** Is your organisation affiliated to a national organisation? Click here to enter text.

**1.7** Please briefly describe the aims of the organisation and give details of how it benefits the local community:

Click here to enter text.

**Section 2: Grant Request**

**2.1** For what purpose is the grant required? Click here to enter text.

**2.2** How much grant aid are you requesting? Click here to enter text.

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

From Click here to enter a date. To Click here to enter a date.

**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:

Click here to enter text.

**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

Click here to enter text.Click here to enter text.Click here to enter text.

Click here to enter text.Click here to enter text.Click here to enter text.

Click here to enter text.Click here to enter text.Click here to enter text.

**Section 4: Payment Details**

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

Click here to enter text.

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

Click here to enter text.

**4.3** Who is your organisation’s Treasurer? Click here to enter text.

**Section: Contact Information**

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

Name and position in organisation Click here to enter text.

Telephone number Click here to enter text.

Email address Click here to enter text.

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

Click here to enter text.

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

Click here to enter text.

**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 and included within agenda papers for consideration at the relevant Finance and General Purposes Committee meeting which is open to the public. I have read and accept the Terms and Conditions as detailed in the Grant Policy.

Signature (by hand)Date (by hand)

Name Click here to enter text.

Position held in organisation Click here to enter text.

Privacy Statement: Any personal data you share will not be published or shared with third parties. Personal data will only be used for the purpose of progressing and, where successful, administering your grant as set out in the application above. To view Padstow Town Councils General Privacy Notice please visitvisit [www.padstow-tc.gov.uk](http://www.padstow-tc.gov.uk) or contact the Padstow Town Council Offices for a copy.

**APPLICATION DEADLINE 31 JANUARY 2020**

***[NB: Any application received after this date regrettably will not be considered]***

**PADSTOW TOWN COUNCIL**

Council Offices, Station House

Station Road

Padstow

Cornwall, PL28 8DA

Tel: 01841 532296

Email: [enquiries@padstow-tc.gov.uk](mailto:theclerk@padstow-tc.gov.uk)

Website: [www.padstow-tc.gov.uk](http://www.padstow-tc.gov.uk)