

Burgh le Marsh Town Council

Grant Application Form

Please indicate what type of funding you are seeking. *(select as appropriate)*

Revenue Grant , payable in the year following application, for running costs	☐
Small Grant payable in the same year as the application, for small projects	☐
Urgent request for funding - initially considered by Council upon receipt	☐

Organisation Contact Details	
Name of Group / Organisation:	
Main Contact Name:	
Contact address:	
Telephone Number	
Email:	

Organisation Details		
Are you a newly formed? (Less than 1 year)	Yes ☐	No ☐
How long has your group been operating? eg, start date, number of years:		
Do you have a voluntary management committee/steering group?	Yes ☐	No ☐
Are you a registered charity?	Yes ☐	No ☐
If yes, please provide the registered charity number		

Do you have a formal constitution?	Yes ☐	No ☐
Do you have an equal opportunities policy/statement?	Yes ☐	No ☐
Do you have an annual record of accounts?	Yes ☐	No ☐
Please attach a copy of your organisation's most recent accounts or latest bank statement. Confirm attached	Yes ☐	No ☐
Please describe your group/organisation's main activities:		

Previous Grants		
Have you previously applied for a grant from Burgh le Marsh Town Council?	Yes ☐	No ☐
If yes, please provide details and include the date of the award.		

Details of Grant Application	
How much are you applying for?	£
When would you require payment?	

What is the grant for, full project details?			
Who in Burgh le Marsh will benefit? Include the estimated number of people?			
How will Burgh le Marsh benefit?			
Do you have any other sources of funding?		Yes ☐	No ☐
If yes, please provide details. Please give details of any other grant awards received.			

Please provide a full breakdown of the project costs and how they will be funded:		
Item	Cost	Funded from
	£	
	£	
	£	
	£	
	£	
	£	
Total project cost:	£	

Please continue on a separate sheet if necessary.

If successful, your grant will be paid by BACS payment. Please provide the sort code and account number for the bank account you would like payment transferred to:

Please note: Funds cannot be paid to an individual; the bank account must be that of the organisation/charity.

Account Name	
Sort Code	
Account Number	

Please read the following important terms and conditions carefully.

By signing this form, you are confirming that:

- You are an official representative of your group and are authorised to apply for funding on their behalf.
- **Only Grants (except for urgent grants) received between 1st April and 31st October will be considered.**
- Your details can be held by Burgh le Marsh Town Council in accordance with the Data Protection Act to administer the grants process.

- You have read and understood the council's Grant Policy, available on the Council's website. www.burghlemarsh-tc.gov.uk
- The information provided in this application is a fair and accurate description of your group and the project for which you are seeking funding.
Misleading or inaccurate information may result in your application being rejected.
Late application or failure to complete any section of the application form may result in your application being delayed or rejected.

Signed on behalf of the organisation	
Print name	
Date	