



# Saltash Town Council

## Grant Application Form

DATE APPLICATION SUBMITTED:

Contact Name:		
Position:		
Organisation:		
Contact Address:		
Telephone Number:		
E-mail:		
Status of Organisation:		
Charity/Company number (if applicable)	Charity No:	
	Company No:	
Are there any Members of Saltash Town Council on your Committee? (if so, please list them)		
What geographical area does your organisation cover?		
How long has your organisation been in existence?	Less than one year	
	Between one and five years	

	More than five years	
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Please note that it may be helpful to attend a meeting of the Policy and Resources Committee to answer questions on your application.

**1. Organisation Background**

	Date Applied	Project	Amount Applied for	Successful Y/N
<p>Have you applied for or a grant from Saltash Town Council within the last <u>5</u> Years?</p> <p>(Please list – continue on a separate sheet if necessary)</p>				
<p>Please list the aims and objectives of your organisation</p>				
<p>What are the main activities of your organisation?</p>				

	Yes / No or N/A
Is this a retrospective grant application?	
Are you part of a religious group?	
If application is for a Church – is it for anything other than a parish clock, Community Hall (used by all within the community) or environmental purposes?	
If application is for a School – Is it for anything other than environmental purposes or a project that does not benefit the wider community and is not in addition to statutory services?	
If application is from an Education, health or social service establishment – do you work in partnership with other groups?	
If application is from an Education, health or social service establishment – is project in addition to statutory services?	

## 2. Your project

<b>Project</b>	<b>Start Date</b>	/ /
	<b>Finish Date</b>	/ /
	<b>Total Cost</b>	£
	<b>Grant Applied For</b>	£

<b>Project title:</b>	
<b>Description of project</b> (please continue on a separate sheet if necessary):	
<b>Where will the project/activity take place?</b>	

<p><b>Who will benefit from the project ?</b>  (What groups will benefit and approximately how many people will benefit in total)</p>	
<p><b>What evidence do you have that this project is required?</b>  (This might be survey work or statistical evidence)</p>	
<p><b>What support have you received for this project?</b>  (Please tell us about any expressions of support you have received from outside your organisation)  Consultation with Community</p>	
<p><b>How will the project be managed and how will you measure its success?</b></p>	
<p><b>Please give the timescale and key milestones for your project, including a start date and finish date.</b></p>	

<b>What arrangements do you have in place to ensure safeguarding of children and /or young people and/or vulnerable people (applicable only if your project involves working with this client group)</b>	
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**3. How you will pay for your project.**

<b>What will the money be spent on?</b> (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)	
How will you promote STC once application and project complete.	

**Please list any applications you have made for funding from other organisations in the table below:**

Organisation	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)

Please confirm if the bank account you project is using is in the projects name/organisation name with 2 authorised representatives required to sign each cheque?	
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**4. Further information enclosed Checklist.**

	<b>Enclosed</b> (please tick)
<b>A copy of your organisation's most recent bank statements</b> (mandatory)	
<b>Copies of all <u>relevant</u> Employer's, Building &amp; Public Liability Insurance Certificates &amp; Title Deeds if appropriate</b> (mandatory)	
<b>A letter head showing the organisation's address and contact details</b>	
<b>A copy of your constitution and articles of association</b> (or similar documents if the above do not exist, showing the organisation's status)	
<b>A copy of your organisation's latest set of accounting statements</b> (if any exist)	
<b>Copies of any letters of support for your project</b>	
<b>Other</b> (please list)	

If any of the above documents have not been enclosed, please give reasons why in the box below:

**5. Declaration by the applicant**

I/we declare that, to the best of my/our belief, the information given on this application form and in any enclosed supporting document is correct.

I/we declare that, I/we have read the Town Council's Grant Policy and believe to the best of our knowledge, that we meet the criteria set out by the Policy.

I/we accept the following:

- (i) that any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered,
- (ii) that any grant offered will be used only for the purposes set out in this application and
- (iii) that we will provide reports on progress at the request of the Town Council
- (iv) that should any grant offered, not be used in accordance with the terms and conditions set by the Town Council, we undertake on behalf of the organisation to repay the outstanding amount to the Town Council on demand.

Please be aware that the decision as to whether you have been successful in your application will be communicated to you shortly after the relevant Council meeting.

<b>Signed:</b>			
<b>Print Name(s):</b>			
<b>Position(s):</b>			

<b>Date:</b>	
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Applicants should refer to the Privacy Notice on the Town Council Website [www.saltash.gov.uk](http://www.saltash.gov.uk) for details on how we use your data.

COMPLETED FORMS SHOULD BE RETURNED TO:  
 The Town Clerk, Saltash Town Council,  
 The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX  
 Email: enquiries@saltash.gov.uk

<b>OFFICE USE ONLY:</b>	
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<b>Date received</b>	
<b>Received by:</b>	
<b>Application Reference:</b>	
<b>Date to P&amp;R Chairman</b>	
<b>Approved to go to Committee</b>	
<b>Committee Date</b>	
<b>Decision/Minute number</b>	
<b>Amount awarded</b>	
<b>Application refused by P&amp;R Chairman or refused by Committee</b>	
<b>Appeal notice issued</b>	
<b>Appeal received</b>	
<b>Approved for Committee</b>	
<b>Decision/Minute number</b>	