**GRANT APPLICATION FORM**

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| **Organisation NAME** |  |
| Official / Registered Address of the Organisation |
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| Website Address |  |
| Year organisation established |  |
| Address to which correspondence should be sent if different from above |
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| Name of person completing this form |  |
| Position held |  |
| Daytime telephone number |  |
| Email address  |  |
| What is the legal status of your organisation? Please tick one of the following: |
| 1. unregistered voluntary or community organisation
2. registered Charity in England or Wales
3. waiting to be registered as a Charity
4. charity recognised by HMRC in Scotland or Northern Ireland
5. exempt / excepted Charity registered in England and Wales
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| Registered Charity No. (If applicable) |  |
| **PURPOSE OF ORGANISATION** *(Briefly describe the aims and objectives and who primarily benefits from your organisation. Please also indicate the number of paid staff and volunteers)* |
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| **You should submit a copy of your organisation’s constitution, rules or statement of purpose.** |

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| **PROJECT TITLE** |  |
| Project Description *(What will the funding be used for? Please be specific and continue on a separate sheet if necessary)* |
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| Anticipated Start Date |  |
| Estimated Finish Date |  |
| Project Benefits *(Explain the specific outcomes in relation to Felixstowe, its residents and visitors and how this will be measured. Continue on a separate sheet if necessary)* |
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| Total Grant requested from Felixstowe Town Council | **£** |
| Any other sources of funding for this project *(also include the name of any other grant funding organisations to which you may be applying)* | **Amount** |
|  | **£** |
|  | **£** |
|  | **£** |
|  | **£** |
| Total Project Cost | **£** |
| **FINANCIAL INFORMATION TO SUPPORT YOUR APPLICATION** |
| If your accounts record an accumulated surplus, please state how much and what you plan to spend it on. |
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| If your organisation has financial reserves, please state how much and for what purpose(s) these are held. |
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| If your reserves and surplus are more than the amount of grant being applied for, please explain why you are making this application.  |
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| **You will need to submit your approved year-end accounts statements for the latest two financial years. In the case of a new organisation, please provide a business plan showing your projected costs and expected income for at least one year.** |
| Please list the amounts and dates of any previous funding received from Felixstowe Town Council |  |

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| **DECLARATION** |
| Please read the Town Council’s Grants Policy carefully as the conditions detailed therein will apply if your application for a grant is successful.All successful applicants may be required to: • Account for how the grant money has been spent • Provide copies of all relevant invoices, receipts and purchase orders. • Submit, within 12 months of the grant being awarded, a brief report detailing how the Grant was used.• Acknowledge the support of Felixstowe Town Council in any relevant promotional material. This helps let people know where the Town Council’s grant aid is being spent and to encourage others to apply. You will be asked to forward to us any publicity and photographic evidence of the project/purchase where appropriate and this may be used on the Town Council’s website. The Town Council reserves the right to attach additional conditions to your grant. Any such conditions will be explained in your notification of grant letter. The Town Council reserves the right to reclaim any award not spent for the purposes it was granted and/or not spent during the financial year it was awarded.The Town Mayor and/or a representative from the Town Council may wish to visit the applicant organisation or attend one of its events. **All decisions regarding applications are final and non-negotiable.**  |
| *I confirm that I am authorised to make this grant application on behalf of this organisation and the information provided herein is, to the best of my knowledge, complete and accurate. I have read and understood the Town Council’s Grants Policy and accept the conditions as may be attached to any funding awarded.* Signed:Name: Date: |
| Felixstowe Town Council is a registered data controller. We may use the information you submit to check the accuracy of information, prevent fraud or detect crime in order to protect public funds. Where this is necessary we will comply with all aspects of the Data Protection Act (DPA).  |

Once completed, submit this application form and any supporting documentation via email to enquiries@felixstowe.gov.uk or post to:

Felixstowe Town Council

Felixstowe Town Hall

Undercliff Road West

Felixstowe

IP11 2AG

**You will be notified of the outcome of your application once a decision has been made. Felixstowe Town Council reserves the right to request additional information before consideration of this application.**

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| **APPLICATION CHECKLIST** *(please remove and retain this page for your own records)* |
| For any advice or information on your application please call 01394 282086 or visit [www.felixstowe.gov.uk/grants](http://www.felixstowe.gov.uk/grants)  **Deadline for submission for the first round is** **31 May**Completed applications which meet the eligibility criteria and are received by this date will be considered by the Civic & Community Committee at its meeting in June.**Deadline for submission for the second round is** **30 November**Completed applications which meet the eligibility criteria and are received by this date will be considered by the Civic & Community Committee at its meeting in December. |
| Date application submitted: |  |
| **Successful application should be able to answer ‘yes’ to the following questions:*** Felixstowe Town Council Grants Policy received/downloaded and read?
* Application Form completed, signed and dated?
* Copy of constitution, rules or statement of purpose provided?
* Copy of approved year-end accounts statements for the latest two financial years, or, in the case of new organisations, a copy of business plan showing projected costs and expected income for at least one year?
* Any supplementary pages or information in support of the application provided?

**If your organisation holds any of the following, you should consider submitting a copy in support of your application as well:*** Equal Opportunities Policy
* Public Liability Insurance Certificate
* Child Protection Policy
* Vulnerable Adults Policy
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