



## Town Council Grant Scheme

### Application form

|  |   |
|--|---|
| Name of group:   |   |
| Main group contact:<br>(full name and title)   |   |
| Position in group  |   |
| Address  |   |
| Telephone  |   |
| E-mail   |   |
| Provide a detailed description of the project and who will benefit from it                                     |   |
| Say how you know there is a need for your project  |   |
| What are the full costs of the project (including VAT if applicable)   |   |
| Where is other funding from the project to come from? (Tell us the funder and the amount you expect from them) | Funder ..... £.....<br>Funder ..... £.....<br>Funder ..... £..... |

|  |   |
|--|---|
|  | Funder ..... £.....   |
| Please tell us the stage at which your other applications are at, ie just applied, awaiting outcome of application or funding confirmed. |   |
| What contribution to these costs would you like from the town council?   | £ .....   |
| Is this contribution for a specific element of the project?  |   |
| What is the structure of your organisation?  | Informal group <input type="checkbox"/><br>Registered charity <input type="checkbox"/><br>Other <input type="checkbox"/> Please give details below<br><br>..... |

Supporting information checklist

Where relevant please ensure that the following documents are submitted with your application (accounts and bank statements must always be submitted).

|   | Tick to confirm enclosure |
|---|---------------------------|
| Group constitution or set of rules  |                           |
| Copy of the most recent/audited accounts  |                           |
| Evidence of planning permission (if necessary)                                    |                           |
| Quotes for capital items and works over £500                                      |                           |
| Three most recent bank account statements   |                           |
| Twelve month forward plan: activities and finance (applications £5,000 and under) |                           |
| Business plan for the next three years (applications over £5,000)                 |                           |
| Evidence of Public Liability Insurance for the event                              |                           |

Please return to:

Clerk: Lisa Staggs  
 mirfieldtowncouncil@gmail.com