

# SAINT IVES TOWN COUNCIL



## APPLICATION FOR FINANCIAL ASSISTANCE

SMALL GRANTS UP TO £1000

Please answer all questions which are relevant to your organisation – failure to do so may result in a delay in the determination of your application

**PROJECT :** (In no more than 25 words)

**AMOUNT REQUESTED:**

### Contact Details

**Q1** Name of organisation making application:

Name of contact for this application:

(title, first name and surname)

Position held in organisation:

Contact Address:

Telephone:

Email:

### About your organisation

**Q2** What type of organisation are you? (tick (✓) relevant category)

Registered Charity:

Charity Registration Number:

Voluntary Organisation:

Company Limited by Guarantee:

Company Number:

Other – Please specify:

<b>Q3</b>	<p><b>Briefly describe your organisation.</b></p> <p>Describe your organisation, including how many members/users you have, whether there is a subscription fee and the usual activities/services you provide.</p>
<b>Q4</b>	<p><b>If you are a branch of a larger organisation, please state which one:</b></p>
<b>Q5</b>	<p>What is your primary source of funding?</p>

### Details of the project or activity you are planning

<b>Q6</b>	<p><b>Describe the projects/activity you plan to use this grant for</b></p>
	<p>i) Try to be specific about what you will do and how you will do it.</p>
	<p>ii) Please state how you have identified this need and how the project will benefit the people of St Ives.</p>
	<p>iii) How many people from St Ives do you expect to benefit directly from your project or activity?</p>
<b>Q7</b>	<p><b>How will you measure the success of the project and how many people from St Ives do you expect to benefit from it?</b></p>

## Health & Safety

**Q8** What, if any, special safety issues are related to your project/activity?

Please provide the following information:

--

## Funding of your project

**Q9** Previous Applications

If you have applied for and received funding from St Ives Town Council in the past please provide details of the amount, the year and briefly what the funding was used for.

Year	Project Description	Amount given (£)

**Q10** Project Funding

Please provide details of the amount of funding you need for your project and give us a breakdown of what the money is for (please enclose any relevant estimates or details).

Project Expenditure Please list all items of expenditure for your project	Amount of Project
	£
	£
	£
	£
Total	£
<b>Project Income</b> Please list how the project shall be funded	
	£
	£
	£
	£
<b>What is the difference?</b> This should be the same as the amount of Grant you are applying for	£

## Your Accounts

**Q11** Please provide the following details from your most recent annual accounts

Total Income	£
Less Total Expenditure	£
Surplus / Loss	£
Savings (Reserves, Cash, Investments)	£

## Account Details

**Q12** Please give us your bank or building society account details

You can only apply for grant if you have a bank/building society account in the name of your organisation. We will only pay grants into an account which requires at least two people to sign each cheque or withdrawal. **These people should not be related.**

Account name:

Bank/Building Society name:

Bank/Building Society address:

Who are the signatories and what position do they hold in your organisation?

Name

Positon

## Any Other Information

**Q13** Any other information which you consider to be relevant to your application.

## Declarations

### Q14 Declaration

Please give details of a senior member of your organisation.

For example, this may be your Chairperson, Treasurer or Secretary. They must read the application and sign below. **(This must not be the main contact name in Q1).**

*I confirm, on behalf of .....(insert name of organisation):*

*That I am authorised to sign this declaration on its behalf, and that, to the best of my knowledge and belief, all replies are true and accurate.*

*I confirm that I have read the Terms and Conditions set out in the Notes which accompanied this application and further confirm that this application is made on the basis that if successful, the organisation will be bound to use the grant only for the purpose specified in this application, and will have to comply with those Terms and Conditions and any others which the Council might attach to the Grant.*

Post held in organisation: .....

Title ..... First Name: ..... Surname: .....

Organisation address:

.....

.....

..... Postcode: .....

Telephone: .....

Signed: ..... Date: .....

### Q15 Signature of Person Completing the Application

This must be the signature of the person named in Q1 as the main contact and **not be the same person who has signed in Q14**

*I confirm that, to the best of my knowledge and belief, all the information in this application from is true and correct. I understand that you may ask for additional information at any stage of the application process.*

Signed: ..... Date: .....

## Checklist

1. Have you answered every question?
2. Have all signatures been completed?
3. Have you included a copy of your governing document?
4. Have you included copies of your latest meeting and AGM minutes?
5. Have you included a copy of your most recent accounts?
6. Have you included a copy of your most recent bank statement?
7. Please state any supporting documents you are submitting: