



LOSTWITHIEL TOWN COUNCIL

Grant Application Form

Notes to Applicants

To help us process your application quickly, please:

- Read the Town Council's Grant Policy carefully to ensure your request is eligible.
- Complete the application **fully** and include the **supporting information** listed below – this will avoid delays in progressing your application.
- Let us know if you have any questions before sending in your application.

Checklist for Applicants

If you can tick ALL the boxes below you are eligible to apply for a grant:

- Your project has not already started or been completed ☐
- Your organisation has a bank account in its own name with at least two authorised signatories named on the account (grants cannot be paid to individuals) ☐
- Your project will benefit the people of Lostwithiel ☐
- Your project **does not** have party political links ☐
- Your project is not for the purposes of animal welfare ☐
- Your project does not discriminate against groups with protected Characteristics as outlined in the Equality Act 2010 ☐

FOR OFFICE USE ONLY:
Date Received:

/ /

Applicant Name: (Responsible for any award)			
Position:			
Organisation's full name and postal address including postcode:			
Telephone Number:			
Email:			
Contact address: (if different from above)			
Contact telephone number: (if different from above)			
More details about your organisation			
Voluntary Group: delete as applicable	YES/NO*	Registered Charity: delete as applicable	YES/NO*
Community Group: delete as applicable	YES/NO*	Company limited by Guarantee:	YES/NO* delete as applicable
Not for Profit Organisation: delete as applicable	YES/NO*	Social Enterprise: delete as applicable	YES/NO*
Other: (please specify)		Charity Number: Company Number:	
What is the current membership?:	Adult	Child	As @ dd/mm/yy
Do you have a constitution or a set of governing rules?	YES/NO* Delete as applicable	*If yes, please provide a copy with this application. If no, please explain management structure on a separate sheet	

Does your organisation (please tick)		Tick
Own its own land/premises/facilities		
Hire private land/premises/facilities		
Hire local Authority land/premises/ facilities		
Lease the land/premises/facilities – please give details of lease expiry dates/length of lease.		
How many staff, paid or otherwise, are involved with your organisation:		Please state number below
Number of paid full-time staff		
Number of paid part-time staff		
Number of paid casual staff		
Number of unpaid full-time staff/volunteers		
Number of unpaid part-time staff/volunteers		
Number of unpaid casual staff/volunteers		
Are there any Members of Lostwithiel 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?		

**Please be aware for all applications, the applicant must deliver a presentation to
Lostwithiel Town Council**

1. Organisation Background

Have you ever applied or received a grant from Lostwithiel Town Council within the last 5 years?

(Please list – continue on a separate page if necessary)

Date applied:

Project?

Amount applied for:

Were you successful:

Notes to Applicants

What are the main aims and objectives of your organisation?

What are the main activities of your organisation?

Please demonstrate your organisation's commitment to equal opportunities (please enclose any relevant policies)	
	Yes / No Or N/A
Is this a retrospective grant application?	
Are you part of a religious group?	
If the application is for a Church – please ensure you have explained in detail the purpose of the grant, the grant cannot be for religious items	
If the applications is for a school – please ensure you have explained in detail the purpose of the grant and that it will benefit the wider community.	
If the application is from an education, health or social service establishment – do you work in partnership with other groups?	
If the application is from an education, health or social service establishment – is the proposed project in addition to statutory services?	

2. Your Project

Start Date (cannot start prior to the approving Council meeting)	
Finish Date	
Total Cost of Project	£
Grant Applied For	£
Project Title:	

Description of Project (please continue on a separate sheet if necessary)	
Where in the Town will the project/activity take place?	
Who will benefit from the project? (please tell us what groups will benefit and approximately how many people will benefit in total)	
What evidence do you have that this project is required? (This might be survey work or statistical evidence)	
What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organisation)	
How will the project be managed and how will you measure its success?	

Please give the timescale and key milestones for your project, including a start date and finish date.	
What arrangements do you have in place to ensure safeguarding of children and young people (applicable only if your project involves working with this client group)	
What will the money be spent on? (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)	

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

Organisation	Contribution Sought (£)	Applied? (Yes / No)	Granted? (Yes / No)

3. Further information enclosed Checklist

	Enclosed Yes / No Or N/A
A copy of your organisation's most recent bank statements (mandatory)	
Copies of all relevant Employer, Building & Public Liability Insurance Certificates & Title Deeds if appropriate (mandatory)	
A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organisation's status)	
A copy of your organisation's latest set of accounting statements (if any exist)	
Copies of any letters of support for your project	
The bank account your project is using is in the project's/organisation name with at least 2 authorised signatories required to sign each cheque or online payment	
I have read the Privacy Notice at the end of this form and placed an 'x' in the	
Other (please list)	
If any of the above documents have not been enclosed, please give reasons why:	

4. 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 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) a presentation is required by the applicant(s) to the Council. This will be arranged prior to any meeting by the Council staff.
- (iii) that any grant offered will be used only for the purposes set out in this application and
- (iv) that we will provide reports on progress to Lostwithiel Town Council and attend the Annual Town meeting (see section 4.1) (if appropriate).
- (v) that should any grant offered, not be used in accordance with the terms and conditions set by Lostwithiel Town Council, we undertake on behalf of the organisation to repay the outstanding amount to Lostwithiel Town Council on demand.
- (vi) that I/we will work with the Council's Communications Officer to promote the grant award and will acknowledge the funding provided by Lostwithiel Town Council in all promotional materials, media coverage & interviews, and on our website(s)/social media channels (if applicable).

Signed:	
Name(s):	
Position(s):	
Date:	

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.

5. Privacy Notice

Lostwithiel Town Council takes your privacy seriously.

A full copy of the Council's Data Protection Policy and General Privacy Notice are available to download on the website: www.lostwithieltowncouncil.gov.uk/policies.

If you require the Data Protection Policy in a different format, please contact Lostwithiel Town Council: office@lostwithieltowncouncil.gov.uk

Please indicate below that you understand how your data will be processed and stored and therefore give your explicit consent for Lostwithiel Town Council to hold your data in accordance with our Privacy Policy:

Yes ☐ No ☐

Please return your completed form and relevant information to the Town Clerk:

Email: clerk@lostwithieltowncouncil.gov.uk

In-person/post:

Lostwithiel Town Council, Edgcumbe House, Fore Street, Lostwithiel, PL22 0BL