



Grant Application Form

1. Name and Contact Details

Applicant Name: _____

Address: _____

Telephone Number: _____

Email: _____

Type of Organisation:

School/College	<input type="checkbox"/>
Sports Club	<input type="checkbox"/>
Youth Group	<input type="checkbox"/>
Educational Organisation	<input type="checkbox"/>
Other (Please specify below)	<input type="checkbox"/>

2. Project Details

Please give a brief outline of the project for which you are seeking funding.

Will your project benefit people from outside of your organisation? Yes No

If yes, please explain how below.

How many people do you expect to benefit from your project?

1 – 10

61 – 100

11 – 30

101 - 200

31 – 60

200 + (please give estimate) _____

3. Project Costs

What is the total cost of your project: _____

How much are you seeking as a grant from Gainsborough Town Council: _____

Please provide a breakdown of your project costs in the table below.

(Please continue on a separate page and attach the page to this form if there is insufficient room below)

Item	Cost
	£
	£
	£
	£
	£
	£
	£
	£
	£
	£
	£
TOTAL COST	£

Have you applied for funding for this project from any other funders? Yes No

If yes, please give details in table below.

Name of Funder	Funding Awarded? Please answer Yes or No	Amount Awarded £
		£
		£
		£
		£
		£

4. Evidence of Need

Please outline what steps you have taken to identify that there is a need for your project or confirm how you know that there is a need for your project?

5. Schedule

When will your project start? _____

For how long will your project continue? _____

6. Supporting Documents

First Time Applicants

All first time applicants should send with this application the following documents:

1. Your Organisations Constitution / Terms of Reference
2. Your most recent set of accounts
3. Most recent bank statement.

All Applicants

Please send any supporting documents you believe will assist in helping the Council consider your application i.e. consultation results, photographs, newspaper articles, testimonials, letters of support etc.

In all cases you must provide a minimum of 2 quotations for all items of expenditure detailed in your cost breakdown or an explanation of how you have calculated the cost stated.

What Happens Next

The Council will consider your application at the next appropriate meeting (typically held every quarter).

The Clerk will contact you within 4 weeks of the meeting at which your application is considered to confirm if your application has been successful and will if required confirm at that time the arrangements for payment of your grant.

After Your Project

Please note that by signing the Declaration below you agree, if requested, to provide a report to the Council, or answer questions from the Council regarding the outcome of your project.

Declaration

I declare that the information I have given in this application is true to the best of my knowledge and belief.

Signed..... Date.....

Name.....

Position in Organisation.....

THIS APPLICATION AND ALL SUPPORTING DOCUMENTS SHOULD BE SENT TO THE FOLLOWING ADDRESS:

Town Clerk
Richmond House
Richmond Park
Morton Terrace
Gainsborough
Lincolnshire
DN21 2RJ