GAINSBOROUGH TOWN COUNCIL

Community Grant Application Form

Please read the Community Grants Policy before completing this form.

Important: Incomplete applications or applications without the required supporting documents may be deferred or deemed ineligible. Applications must relate to forthcoming projects and cannot be retrospective.

(PLEASE NOTE: Completed Application Forms are open to public inspection)

1. Applicant details

Organisation name

Click or tap here to enter text.

Organisation address and postcode

Click or tap here to enter text.

Main contact name

Click or tap here to enter text.

Position in organisation

Click or tap here to enter text.

Telephone number

Click or tap here to enter text.

Email address

Click or tap here to enter text.

Website or social media page, if applicable

Click or tap here to enter text.

2. Organisation information

What type of organisation are you?

☐ Registered charity	☐ Community group

☐ Sports club	☐ Voluntary organisation
☐ Residents group	☐ Community Interest Company (CIC)
☐ School or educational organisation	☐ Other

If other, please specify

Click or tap here to enter text.

When was the organisation established?

Click or tap here to enter text.

Briefly describe your organisation and its activities (maximum 300 words)

Click or tap here to enter text.

How many members or service users does your organisation have?

Click or tap here to enter text.

Approximately how many Gainsborough residents benefit from your organisation each year?

Click or tap here to enter text.

3. Project details

Project name

Click or tap here to enter text.

Amount of grant requested (£)

Click or tap here to enter text.

Total project cost (£)

Click or tap here to enter text.

Expected start date

Click or tap here to enter text.

Expected completion date

Click or tap here to enter text.

Please describe the project (maximum 500 words)

Click or tap here to enter text.

What issue or need does the project address?

Click or tap here to enter text.

How will residents of Gainsborough benefit?

Click or tap here to enter text.

Approximately how many people will benefit?

Click or tap here to enter text.

Which age groups will benefit?

☐ Under 5	☐ Children aged 5 to 11
☐ Young people aged 12 to 18	☐ Adults

☐ Older people	☐ All ages

Is the project accessible and inclusive?

☐ Yes	☐ No

Please explain the accessibility and inclusion arrangements

Click or tap here to enter text.

4. Community impact

Tick each Council priority supported by the project.

☐ Community safety	☐ Health and wellbeing
☐ Recreation and leisure	☐ Education and learning
☐ Sport and physical activity	☐ Arts, heritage and culture
☐ Environmental improvement	☐ Civic pride
☐ Social inclusion	☐ Community cohesion

Explain how the project meets the priorities selected above

Click or tap here to enter text.

5. Project budget

Expenditure

Item or service	Cost (£)
Click or tap here to enter text.	£0.00
Click or tap here to enter text.	£0.00
Click or tap here to enter text.	£0.00
Click or tap here to enter text.	£0.00
Click or tap here to enter text.	£0.00
Total expenditure	£0.00

Project income and funding

Source	Amount (£)	Status
Organisation contribution	£0.00	Secured / applied for / pending
Fundraising	£0.00	Secured / applied for / pending
Other grant funding	£0.00	Secured / applied for / pending
Other income or in-kind support	£0.00	Secured / applied for / pending
Gainsborough Town Council grant requested	£0.00	Secured / applied for / pending

If you have applied to other funders, give the funder, amount and current outcome

Click or tap here to enter text.

6. Organisational finances

Current balance of the organisation's bank account (£)

Click or tap here to enter text.

Annual income in the last financial year (£)

Click or tap here to enter text.

Annual expenditure in the last financial year (£)

Click or tap here to enter text.

Amount of unrestricted reserves held (£)

Click or tap here to enter text.

Explain why grant funding is required, including why existing reserves cannot be used

Click or tap here to enter text.

7. Safeguarding and project requirements

Does the project involve children, young people or adults at risk?

☐ Children or young people	☐ Adults at risk
☐ Neither	

Where applicable, confirm the following:

☐ A safeguarding policy is in place
☐ Relevant DBS checks are undertaken where appropriate
☐ Appropriate supervision and reporting arrangements are in place
☐ Not applicable

List any licences, permissions, insurance, risk assessments or landowner consents required, and state whether they are in place

Click or tap here to enter text.

8. Previous funding

Have you previously received funding from Gainsborough Town Council?

☐ Yes	☐ No

If yes, provide the year, amount, purpose and outcomes achieved

Click or tap here to enter text.

9. Supporting documents

Tick each document included with this application.

☐ Constitution or governing document
☐ Latest approved accounts or financial statement

☐ Recent bank statement
☐ Detailed project budget
☐ Safeguarding policy, where applicable
☐ Quotations or estimates, where applicable
☐ Insurance certificate, where applicable
☐ Other supporting information

List any additional documents attached

Click or tap here to enter text.

10. Declaration

By submitting this form, the authorised signatory confirms that:

☐ the information in this application is true and accurate to the best of their knowledge

☐ the applicant will comply with the Community Grants Policy and any conditions of award

☐ any grant awarded will be used solely for the purpose approved by the Council

☐ the applicant will retain and provide evidence of expenditure if requested

☐ the applicant understands that funding may be withheld or recovered if the grant conditions are not met

☐ the applicant has authority to submit this application on behalf of the organisation

Name of authorised signatory

Click or tap here to enter text.

Position in organisation

Click or tap here to enter text.

Signature or typed name

Click or tap here to enter text.

Date

Click or tap here to enter text.

11. Office use only

Application reference	Click or tap here to enter text.
Date received	Click or tap here to enter text.
Application complete	Click or tap here to enter text.
Additional information required	Click or tap here to enter text.
Eligible under policy	Click or tap here to enter text.
Finance and Strategy Committee meeting	Click or tap here to enter text.
Decision	Click or tap here to enter text.
Amount awarded	Click or tap here to enter text.
Minute reference	Click or tap here to enter text.