BRANDON TOWN COUNCIL

GUIDE TO COMPLETING GRANTS APPLICATION FORM (over £500)

Please ensure you have read and understand the grants policy and criteria attached to the application form.
When completing the form please note the following: -

A 1-4 Please give clear contact details of the person within your organisation who is making the application and has authority to apply on the organisation's behalf.

A 5 The grants policy requires that the applying organisation has a bank account in its name – payments cannot be made to individual people.

B 6-7 If your organisation is a registered charity, please enter the charity number and give details as to the year the organisation was established. This will help the Council to understand whether your organisation is long standing or newly formed.

B 8 It is important to answer this as fully as possible so that the Council is in no doubt as to what your organisation stands for. Publicity on past projects, or any publicity relating to the formation of your organisation will help. Attach a copy of the formal signed constitution of your organisation. Remember, the Council will only grant aid to "not for profit" community or voluntary organisations.

B 9-11 This will help the Council learn about the geographical area that will benefit from your organisation.

B 12 This confirms the management structure of your organisation.

B 13 You need to submit a copy of the latest signed audited accounts which show how you have received and spent monies in the past and what reserves you hold. If your organisation holds a large reserve, please explain why you cannot use that reserve – it is set aside for another project or is it to cover normal yearly running costs. For new organisations, you will need to submit a business plan which outlines the aims and aspirations of the organisation, how funds will be managed, what the outcome of the project will be and how it will be managed in the future.

C 14-16Please explain in detail, what you intend to use the grant for.

C 17 This will help the Council to gauge the effectiveness of its grant and help the Council to know it is complying with Government legislation.

C 18-19This is where you can show the self-help you have undertaken to raise funds for the project – include things like other grant applications, raffles, fairs, sales etc.

C 20 This helps the Council to ensure its funding benefits as many different groups as possible.

D Statement – List here as much information as you can to support your application – it does not matter how trivial you think it may be – it can all help explain your project and idea.

E Remember to sign your application.