



Application Form – Grants 2023 (application submission deadline Monday 20 October, 5.00 pm)

Please read the application pack carefully before completing this form. There are guidance notes next to each question. Please write clearly using block capital letters.

1. Contact details

Name of your group or organisation

Name of your project, if this is different.

Main contact for this application

Title

First name

Surname

Position held in the group or organisation.

Contact address, including postcode.

<input type="text"/>	
<input type="text"/>	Postcode: <input type="text"/>

Email address

Telephone: Day

Evening

If you have any specific communication needs, tell us what they are.

Textphone

Sign Language

Other language (please specify)

Any Other Needs

2. What type of organisation are you? Tick boxes that apply

Community Group/Club/Society

Registered Charity in England

Registration
Number

Exempt or exempted charity registered with Inland Revenue

Other

3. Briefly describe the purpose of your group/organisation

Describe usual activities/services you provide.

New Groups - describe services/activities you plan to provide.

4. If you are a branch of, or related to, a larger organisation, if yes please tell us which one

Please check guidance to be sure you are eligible to apply.

5. Tell us about the project or activities you are planning
Describe the project/activities for which you plan to use this grant

Be specific about what you will do and how you will do it.

Funding body	Amount	Rec'd/Pen/Unsuccessful

Please indicate if the application has been received, is pending, or was unsuccessful.

12. Provide details of current financial position

Total resources; savings (cash, reserves and investments) at date of application

New organisations will need to fill in savings even if it is a 'nil' return and enter expenditure from budget

£

Total annual expenditure from your most recent accounts

£

Simple Business plan of income and expenditure for the forthcoming year, showing requirement for grant funding

Check List

Please tick

We have answered all the questions on the form.

We have enclosed a summary of the Accounts for the last two years OR for new groups a budget forecast for the forthcoming / current year

A senior person from the organisation has signed the form

Declaration

To be signed by a senior person from your organisation

The information provided is correct to the best of my knowledge.

I have read and understand the conditions under which any grant may be given.

I understand that the grant may become repayable in the event of it being used for purposes other than specified, or the organisation ceases to operate.

I agree that if a grant is awarded, I will complete and return the evaluation form to Edenbridge Town Council no later than the following September.

I agree to all information provided being put in the public domain unless otherwise requested.

Signed Date.....

Position held

Full name of group or organisation to whom payment is to be made payable if the application is successful including the organisations Bank Account details.

Name of Organisation

Sort Code

Account No.....

Equal Opportunities Statement

Edenbridge Town Council recognises that everyone has a contribution to make to our society and a right to equal treatment and is fully compliant with the 2010 Equality Act. The Council requires that organisations applying for grants also comply with the 2010 Equality Act. We aim to ensure that no organisation or individual involved with our organisation will be discriminated against by our organisation on the grounds of:

- Race, colour, nationality, ethnic or national
- Sex, marital status or caring responsibility
- Sexuality
- Age
- Physical or mental disability or mental health
- Political belief or religion
- Class
- Health status
- Employment status

Please note that if you have an Equal Opportunities Policy you may prefer to enclose a copy instead of signing the Equal Opportunities Statement.

I confirm that my organisation is committed to equal opportunities.

Signed: Date:

Data Protection Statement

The information collected, by Edenbridge Town Council, on this form and from supporting evidence, will be used to process your application.

We may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties, or give information to them to check the accuracy of information, to prevent or detect crime, or to protect public funds in other way, as permitted by law. These third parties may include Government Departments and Local Authorities.

We will not disclose information about you to anyone outside Edenbridge Town Council, nor use information about you for other purposes unless the law permits us to.

Edenbridge Town Council is the Data Controller for the purpose of the Data Protection Act 1998. If you want to know more about what information we have about you, or the way we use your information, you can ask at the Council Offices, Doggetts Barn, Edenbridge.

Signed: **Date:**

To be completed by Edenbridge Town Council

Award Given £ **Date**.....

Special conditions if any
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