



EDENBRIDGE TOWN COUNCIL

Doggetts Barn, 72A High Street, Edenbridge, Kent TN8 5AR

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Web: www.edenbridgetowncouncil.gov.uk

Town Clerk: Caroline Leet

Grants Application Form

Application submission deadline as published on the Council's website

Please read the Grants Policy before completing this form. Incomplete applications may not be considered.

1. Organisation details

1.1 Name of organisation: _____

1.2 Project name (if different): _____

1.3 Main contact for this application

Title: _____

First name: _____

Surname: _____

Position in organisation: _____

Address (including postcode): _____

Telephone number: _____

Email: _____

2. About your organisation

2.1 What type of organisation are you?

Community Group / Club / Society

Registered Charity (Registration No: _____)

Exempt Charity

Other (please specify): _____

2.2 Are you affiliated to a larger organisation?

No

Yes (please state which organisation): _____

2.3 Briefly describe the purpose of your organisation and the activities you normally provide.

(New organisations should describe planned services/activities.)

3. The Project / Activity

3.1 Describe the project or activity for which you are applying.

Please be specific about what you will do and how you will deliver it.

3.2 What difference will this project make to Edenbridge residents?

Please be specific about what you will do and how you will deliver it.

3.3 How many Edenbridge residents do you expect will directly benefit?

(Please give an estimated number.)

4. Governance, Safety & Compliance

4.1 Are there any safety or safeguarding considerations related to this project?

Please describe how risks will be managed.

4.2 Please confirm the following (tick where applicable):

- Public Liability Insurance in place
- Other relevant insurance
- Relevant qualifications held by leaders / instructors
- Risk assessments completed where appropriate

The Council may request evidence of any of the above.

5. Financial Information

5.1 Amount of grant requested:

£ _____

5.2 Total project cost:

£ _____

5.3 Please provide a breakdown of how the grant will be spent.

(Attach additional sheet if necessary.)

5.4 What contribution is your organisation making?

(Cash, volunteer time, other resources)

5.5 Have you applied for funding elsewhere in the last 12 months?

- No
- Yes (please provide details and outcome)
Funding body | Amount | Awarded / Pending / Unsuccessful

5.6 Current financial position

Total reserves (cash/savings/investments): £ _____

Total annual expenditure (last accounts): £ _____

Please attach:

Most recent accounts (last two years if available)

OR

Budget forecast (for new organisations)

5.7 VAT Status

We are VAT registered

We are not VAT registered

If VAT registered, does your request include or exclude VAT?

6. Declaration

This section must be signed by a senior officer of the organisation.

I confirm that:

- The information provided is accurate to the best of my knowledge.
- I have read and understood the Council's Grants Policy.
- Any grant awarded will be used solely for the purpose described in this application unless prior written permission is obtained from the Council.
- I understand that the grant may become repayable if used for purposes other than those approved or if the organisation ceases to operate.
- If awarded, we agree to complete and return the required evaluation form by the date specified in the award letter.

Signed: _____

Name (print): _____

Position: _____

Date: _____

7. Payment Details (If Application is Successful)

Payments will only be made to an account in the name of the organisation.

Name of organisation (as on bank account):

Sort Code: _____

Account Number: _____

8. Equal Opportunities

Edenbridge Town Council requires organisations applying for grants to comply with the Equality Act 2010.

I confirm that our organisation complies with the Equality Act 2010.

9. Data Protection

Edenbridge Town Council will process personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Council's published Privacy Notice (available on the Council's website).

I confirm that I have read the Privacy Notice and consent to the processing of this information for the purpose of this application.