



Application for Grant Aid Assistance

Please refer to terms and conditions on page 2 of the application form before completing this form. Any incomplete applications **will not** be considered.

Name of organisation: _____ Contact: _____

Address/telephone number _____

What is the grant to be used for (include any dates and supporting information)?

Amount of grant being applied for: £ _____
Total monies raised at time of this application: £ _____
Total required for project: £ _____

Any other information relating to financing the project?

How will awarding this grant benefit or promote the Birchwood area?

Indicate reason for seeking assistance from the Town Council:

Give details of your organisation's actions/funds already raised/intended to be raised:

Where applicable give reasons why costs are not being found from existing funds within your organisation:

Any other relevant details, including a financial statement on your organisation, should be attached in support of your application (required):

Terms and Conditions:

- 1 Grants cannot be awarded to individuals or for individual benefit.
- 2 Grants will only be awarded where there is clear, direct benefit to the people of Birchwood, the Town Council, the Birchwood area or its residents.
- 3 Grants will not be awarded, unless in exceptional circumstances, to those organisations that can raise income through the rating system (e.g. fire brigade) or national charitable organisations.
- 4 Grants will not be awarded to groups that come under an ‘umbrella’ organisation with sufficient funds which could be used to support the project.
- 5 Groups/organisations with large balances will not normally be considered for grant aid funding.
- 6 Grants cannot be awarded to private businesses.
- 7 Grants are not available to organisations for the payment of salaries.
- 8 Grants cannot be given for any trips overseas or educational trips.
- 9 Grants will not be given for the maintenance or repair of buildings or accommodation.
- 10 Grants will not normally be awarded for the payment of rent. Where it can be demonstrated that the payment of rent will enable a new community group to establish itself, with the intention of becoming self-financing, or an existing group experiencing a temporary shortfall in its finances, to remain open, the Town Council will consider paying rent for a time maximum of six months, up to a financial maximum of £300.

Groups must supply documentation to show their financial situation, indicate why they cannot currently pay rent and show how they intend to improve their financial situation within the time that the grant award would allow (e.g. if a group’s monthly rent is £100, for example, it will have a maximum of three months to become self-financing).
- 11 The recipient(s) of any grant will be expected to write an article for the Town Council's website.
- 12 The organisation receiving the grant will be expected to provide evidence that the funding has been spent on that activity.
- 13 If, for any reason, the organisation/group does not/cannot run the event or utilise the funding for its intended purpose, it should be returned to the Town Council in full.

Declaration by applicant

Is any Member of your organisation related to any Member or employee of the Council?

(tick relevant box)

YES NO

If so, please state who you/they are related to and the nature of relationship (e.g. brother, cousin, sister-in-law, etc.)

I have read and understand the terms and conditions of grant aid and agree to comply with them in full.

Signed : _____ Date: _____

Print Name: _____

Position in organisation: _____