



ALTON TOWN COUNCIL GRANT APPLICATION

PART 1 - YOUR ORGANISATION

NAME OF ORGANISATION

NAME OF CONTACT

ADDRESS OF CONTACT

TELEPHONE NO:

DAYTIME

EVENING

EMAIL ADDRESS:

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

PLEASE GIVE NUMBERS IN THE
ORGANISATION WHO ARE

A) PAID	
B) VOLUNTEERS	

HOW MANY MEMBERS/BENEFICIARIES
LIVE WITHIN ALTON

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£

WHAT IS THE TOTAL COST OF THE
PROJECT/ITEM/SERVICE?

£

HAS MATCHED FUNDING ALREADY
BEEN SECURED? IF SO, PLEASE STATE VALUE

£

WHAT IS THE GRANT TO BE USED FOR?

HAS YOUR ORGANISATION APPLIED FOR A GRANT ELSEWHERE TOWARDS THIS PROJECT?

YES/NO

IF YES, PLEASE GIVE DETAILS

SECURED / PENDING

WHAT OTHER FUNDRAISING HAS BEEN DONE TOWARDS THIS ITEM/PROJECT?
EG CAKE STALL, COFFEE MORNING

YOU ARE INVITED TO GIVE ANY ADDITIONAL INFORMATION WHICH MIGHT ASSIST THE COUNCIL IN CONSIDERING YOUR APPLICATION

PART 3 - TO BE COMPLETED BY ALL APPLICANTS

PLEASE STATE BALANCES IN HAND AT THE END OF LAST FINANCIAL YEAR

LEVEL OF UNALLOCATED RESERVES

HOW MUCH DID THE GROUP RAISE LAST YEAR (EG FUNDRAISING BY THE GROUP OTHER THAN BY GRANT APPLICATION)?

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION

CHECKLIST

- All relevant parts of the form completed**
- Form signed**
- Most recent accounts (Audited or draft)**
- Constitution/Rules**
- Child Protection Policy (if applicable)**

Copies of this completed form and any supporting papers will appear on a Town Council Committee Agenda and will be discussed by the Committee in the presence of the Press and Public.

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THAT THE ABOVE INFORMATION IS CORRECT. I ALSO DECLARE THAT ANY GRANT AWARDED WILL BE USED SOLELY FOR THE PURPOSES OUTLINED IN THIS APPLICATION AND I WILL COMPLETE A GRANT EVALUATION FORM WITHIN 6 MONTHS OF THE AWARD OF GRANT. I UNDERSTAND THAT ALTON TOWN COUNCIL RESERVES THE RIGHT TO RECLAIM THE GRANT IN THE EVENT OF IT NOT BEING USED FOR THE PURPOSE SPECIFIED.

NAME

SIGNATURE

POSITION DATE...../...../.....

Completed applications should be sent to: Alton Town Council, Town Hall, Market Square, Alton, Hampshire GU34 1HD

Applications are also available from our web site www.alton.gov.uk