

**ROTHWELL TOWN COUNCIL
GRANT APPLICATION FORM**

1. ABOUT YOU:

This section should be completed by all applicants.

Name of Organisation/Individual requesting grant:

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(If funding is approved the cheque will be made payable to the above)

Address – where organisation/individual is based:

Contact Name:	
Position:	
Address:	
Postcode:	
Email:	
Daytime Phone:	
Website:	

These contact details will be used for all correspondence relating to any grant.

2. ABOUT YOUR ORGANISATION:

This section need only be completed when organisations are applying

Is it a registered charity?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "yes", please provide the number		

Is it a charitable company limited by guarantee?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "yes", please provide the number		

Provide a brief outline of what your organisation does.

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When was the organisation formed?	
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Has the organisation/applicant received any previous grant or loan from a local authority, grant making trust or other funding body e.g. a Lottery Board? Please give details:

Date	Amount (£)	Project/Purpose

3. THE ACTIVITY FOR WHICH FUNDING IS BEING SOUGHT:

Please give precise details of the activities for which the grant is sought:

<p>Please give details of who will benefit from what you do, and an idea of the area served or details of services to a wider community: (estimate numbers and age range if relevant).</p>	
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<p>Are there other organisations serving a similar purpose in the same area? If so, please give brief details of them, what the main differences are and what links, if any, you have with them:</p>	
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<p>How do you know there is a need for the work for which a grant is being requested?</p>	
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<p>Please tell us how you will make a difference – what are the benefits of your activity?</p>	
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<p>Please explain how you will monitor and evaluate your project/activities and know you are achieving these benefits?</p>	
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4. **FINANCIAL DETAILS:**

<p>How much money are you requesting from Rothwell Town Council?</p>	<p>£</p>
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Please provide a breakdown of the total estimated costs. Please itemise costs e.g. cost of equipment, publicity, running costs, premises etc **and provide evidence** by way of quotes

Item	Total Cost £	Funding from DPC £	Funding from other sources £
Total	£	£	£

5. **FUNDING SOURCES:**

How do you propose to cover the cost of the project? (Please give details of fund raising and of any grants or loans received or applied for, including the sum which you have requested from this application).

Rothwell Town Council Grant (this application)	£
Kettering Borough Council Community Grant	£
Other Grants (please specify)	£

Existing Funds	£
Fund Raising	£
Other (please specify)	£
TOTAL	£

6. SUPPORTING INFORMATION

A range of supporting information helps the Council to assess your application in detail. Please therefore enclose a copy of each of the following:

Latest available Annual report	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Latest available Statement of Accounts	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Where one or more of the above is omitted, please explain why:

This form is intended to assist with your application for grant aid. Please feel free to enclose additional information which could be of benefit when your application is assessed.

7. DECLARATION:

“I believe the information given both within this form and the supporting material provided is correct. I understand that, if successful, I will be required to confirm that any grant monies have been spent only in accordance with the activities outlined within this application by submitting a full report to the Council.

In making this application I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.

If this application is successful, the organisation will abide by the monitoring arrangement specified by the Council”.

Signed	
Name (please print)	
Position	
Date	

Please return your completed form to the address below:

The Town Clerk
Rothwell Town Council
Market House
Market Hill
Rothwell
Northants NN14 6BW

T: 01536 713232

E: clerk@rothwelltowncouncil.gov.uk