

# Barnstaple Town Council

## Grant Application Form



### Section A – About Your Project/Service/Activity/Event

(For convenience, we have used 'project' throughout this form, but the term can refer to any of the above)

#### 1. Organisation Name

#### 2. Project Name

#### 3. Amount of Grant Applied For:

#### 4. Please describe below and overleaf the project for which you are applying for funds, including the following:

- a) Number of clients/members of the public in Barnstaple served
- b) Description of service/activity provided, project or event to be supported
- c) Reason for application with details of how the grant will be used
- d) How the grant will benefit the town and people of Barnstaple
- e) How you will measure the success of your project

Do not send other supporting documentation – we will ask you if we require more information.

#### **4. Project Description (continued)**

#### **5. Where will this take place?**

Please give us the address and postcode of the main site of your project. If it is taking place over a wider area, please tell us the main areas where the project will take place.

#### **6. How would Barnstaple Town Council's support be acknowledged?**

## Section B Budget

This budget should be for the **total cost** of the activity you are applying to do. Please be as accurate as you can, as you may be asked to explain any amount which is unclear. Attach a separate budget sheet if you have done this work already.

We ask for this information so that we know (a) about the total cost of your project, (b) whether you have identified funding for all of the project, and (c) what proportion of the cost is to be met by the Town Council.

A Expenditure Items (What are the costs of the project?)	Cost (£)
<b>B Total Expenditure (must be sum of A above)</b>	£

C Income Sources (how will you fund the project? State from whom, and whether confirmed)	Income (£)
From your own resources (including public fundraising):	
Other (please state):	
Other (please state):	
Other (please state):	
Other (please state):	
<b>D Sum requested from Barnstaple Town Council</b>	£
<b>E Total Income (must be sum of C &amp; D above) and equal to figure in B</b>	£

### What will you do if you can't cover the full cost of the project?

Tell us how you would adapt the project if you don't get all of the funding you need, or whether you would not go ahead with the project.

## Section C About you

### 1. Name and address of organisation

Name	
Bank Account Name (if different from above)	
Address	
Postcode	
Telephone	
Email	

### 2. Please give the following details for the main contact person.

Name	
Address	
Postcode	
Telephone	
Email	

### 3. Please give the names of the following officers (where relevant)

Chairman	
Secretary	
Treasurer	

**DO NOT COMPLETE – FOR OFFICE USE ONLY**

**4. Attach your most recent audited or certified accounts (must not be more than 18 months old and be signed).**

Accounts attached (please tick)

Please also provide us with the following information from your most recent annual accounts (you must also send us a copy of these accounts). If your organisation is part of a larger regional or national organisation, please ensure that the accounts refer to the local branch only.

**To which year do these accounts apply?**

To

Please note that applications will not be considered if the table below is not completed with the relevant figures for your recent accounts submitted – please do not enter “see accounts attached”.

<b>Total Income</b>	<b>£</b>
<b>Total Expenditure</b>	<b>£</b>
<b>Surplus/(Deficit)</b>	<b>£</b>
<b>Savings (reserves, investments, cash etc)</b>	<b>£</b>

If your Organisation has savings/reserves, please tell us what you intend to use the money for, and if savings are not to be exhausted in funding this project, please explain why. Provide a copy of your Reserves Policy, if applicable.

**5. Please confirm the following documents are available for inspection if required:**

The constitutional document that governs your organisation (tick)

Your Equality and Diversity policies (tick)

Other policies relevant to this application (please list):

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**(Please do not send these documents unless we request them)**

**6. Have you previously received funding from Barnstaple Town Council?**

If you have received funding in the last three years, please list below the year, purpose and amount of funding received.

<b>Year</b>	<b>Purpose</b>	<b>Amount</b>

## Section D Declaration

### Data protection and freedom of information

We are committed to transparency and accountability. This includes being clear about how we assess and make decisions. A list of all grants made by the Council will be published on our website. Acceptance of this is a condition of grant funding.

As a public body we follow the Data Protection Act 1998 and the Freedom of Information Act 2000. For further information, see details on our website at [www.barnstapletowncouncil.co.uk](http://www.barnstapletowncouncil.co.uk)

### Declaration

We will take your signature on this form as confirmation that you understand our obligations under the Data Protection Act 1998 and the Freedom of Information Act 2000

*I confirm that I have the authority to sign this application.*

*I confirm that the information in this application is true and correct.*

Your signature *[digital signature acceptable]*

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Name (Use CAPITAL LETTERS)

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**Date:**

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Return this application form to the Town Clerk, Barnstaple Town Council, Barum House, The Square, Barnstaple, Devon EX32 8LS, with all necessary supporting information.

**This form is also available in larger font size. Please contact us if you would prefer this.**