**NORTH WALSHAM TOWN COUNCIL**

**Application for Grant**

**Adopted by the Council at its meeting held on 28.6.16**

**GRANTS awarded up to £750 ONLY**

*Decisions will be made at a meeting 3 times a year*

*Application forms will need to be received by 31 January, 31 May or 30 September*

Name of Organisation:

Event (if applicable): Event Date:

Address:

Contact name: Position:

Telephone: e-mail:

Amount applying for: Cheque made payable to:

Are you a limited company Yes No If No, what’s the organisation status?

Is the organisation a registered charity? Yes No Charity No:

Please describe the aims of your organisation:

Who are likely to be the main beneficiaries of your organisation’s/project’s activities? (e.g. pre-

school, young adults, retired people)

How many people are likely to benefit?

Of these, approximately what percentage live in North Walsham? %

Does the work of this organisation/project link in with existing work being done in North Walsham?

Yes No If yes, please give details:

Please tell us what the finance will be spent on:

What is the total cost of your project or the annual running costs of your organisation?

Please list other bodies who have agreed to fund your organisation / project or to whom you have applied for funding. (**Include “own funds” how much you are putting towards it**)

Name of funding body Amount £

Have any “in kind” contributions been made to your organisation/project in the past 12 months? (Such contributions might include voluntary time, use of premises, vehicles etc.)

Please state any restrictions on people who might benefit from or participate in the activities of your organisation/project? (Such restrictions might be over 60s, under fives etc.)

We ask for a representative to be present at the decision meeting to give any additional information required by Councillors

**If the grant application is successful, the grant will be paid on production of invoices** (for payment or re-imbursement)

Please enclose:- **A copy of the organisation’s constitution and details of officers**

**A copy of the most recent audited accounts**

 **Details of insurance cover**

 **Latest Business Plan** (if applicable)

 **Equality policy** (if applicable)

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| The NWTC **General Privacy Statement** explains how we use your personal data, store it securely and how you can exercise your rights. All data will be destroyed in line with our **Retention & Disposal Policy** |

I confirm that I have read and accept North Walsham Town Council’s **General Privacy Statement** (available on our website or hardcopy on request)

Signed: Date:

***Please return form to - 18 Kings Arms Street, North Walsham NR28 9JX or email to - admin@nwtc.org.uk***