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**Community Grant Application Form**

**(PLEASE NOTE: Completed Application Forms are open to public inspection)**

**Contact Information**

Name of organisation

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| --- |
|  |

Address of organisation

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| --- |
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Name of applicant

|  |
| --- |
|  |

Position in organisation

|  |
| --- |
|  |

Telephone number Email Address

|  |  |
| --- | --- |
|  |  |

**About your organisation**

Organisation type

Educational Organisation  Community Group/Club

Registered Charity  Other (Please specify)

Registered Charity Number :

Do you have a constitution or governing body?

Yes  No

Community Grant Application Form v1.0

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| --- |
| What is the main purpose of your organisation? |

How many years has your organisation been in existence?

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| --- |
|  |

Please provide details of your organisation’s membership

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|  |

How is your organisation managed?

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| --- |
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How many trustees/committee members do you have?

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| --- |
|  |

How many staff does your organisation employ?

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| --- |
|  |

Roughly how many volunteers do you regularly have?

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**Project details**

Please give a brief outline of the project you’re seeking fund for

*Please include specifics of what the funding is needed for and whether your project involves collaboration with other groups.*

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How many people do you expect to benefit from your project?

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**Project schedule**

When will your project start?

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| --- |
|  |

How long will your project last?

|  |
| --- |
|  |

**Project Costs**

|  |  |
| --- | --- |
| Total cost of your project | £ |
| How much are you seeking as a grant from Newark Town Council | £ |

|  |  |
| --- | --- |
| Please provide a breakdown of your project costs in the table below.  *(Please continue on a separate page and attach the page to this form if there is insufficient room below)* | |
| **Item** | **Cost** |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
| **Total Cost** | £ |

Have you applied for funding for this project from any other funders?

Yes  No

If yes, please give details about contributions below:

|  |
| --- |
|  |

**Evidence of need**

Please outline what steps you have taken to identify that there is a need for your project or confirm how you know that there is a need for your project?

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|  |

**Attachments**

If there are any supporting documents that you would like to provide, please include them when you submit your application.

**Submission**

If there is any additional information relating to your project that you want to make us aware of, please add details here:

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| --- |
|  |

**Declaration**

I declare that any grant made will be used solely for the purposes outlined in this application. I understand that Newark Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified.

**Signature Date**

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