

Grant Aid Application Form

Financial Year 2019/20

Name of Organisation	Contact Name	
	Position	
Address for correspondence:	Preferred contact for Grant Aid correspondence Letter () Email ()	
Tel:	If your application is successful, who should the cheque be made payable to?	
Email:		
What is the status of your organisation? (please tick)		
Registered Charity ()	Voluntary Organisation ()	Company ()
Community Group ()	Tenants' Association ()	Other, please specify
If applying for the first time, please give a brief description of your group/organisation:		
Does your organisation have a constitution? Yes/No (please circle) (If yes, please enclose a copy)		
If applying for the first time, please also include a statement detailing your practice of ensuring 'equality of opportunity', (please include a copy of your Equal Opportunities Policy if you have one):		
Does your organisation work in partnership with any other organisations? Yes/No (please circle) If yes, please give details below:		
Please provide details of membership:		
Number of Members?	Do members pay a subscription fee? Yes/No (please circle)	Subscription Fee?
Number of paid employees (if any)?	Number of volunteers?	
What percentage of members RESIDE in the Prudhoe Town Council area (this includes Mickley)?		

PURPOSE OF FUNDING

Amount of Grant Aid requested	£
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Grant Aid can be awarded for specific projects, 'start-up' costs or maintenance/running costs (see Grant Aid Guidelines). **Please give full details of the purpose of your Grant Aid application (continue on a separate sheet if necessary):**

Funding should be spent in the financial year for which it is allocated (unless it is for a long-term project). **Please confirm that this will be achieved or provide an explanation why this may not be the case:**

PLEASE COMPLETE THE REQUIRED INFORMATION BELOW:				
Funding currently in hand:		Planned fundraising in 2019/20 with estimate of income:		Anticipated Income/Expenditure in 2019/20
	£		£	Income
	£		£	£
	£		£	Expenditure
	£		£	£

Grant are normally paid in April and may also, at the Council's discretion, be paid in two equal instalments.

Grants can also be off-set against purchases and as a result save any VAT as the Council is able to reclaim VAT if we directly purchase the vatable item and the cost is within the award agreed. If you think this would be applicable please speak to us directly.

Please attach a copy of your latest financial statement together with a copy of your most recent bank statement for each bank account your organisation maintains.

BALANCES MAY BE TAKEN INTO ACCOUNT WHEN AGREEING AWARDS

DECLARATION

- ✓ I confirm that to the best of my knowledge and belief, all of the information in this application is true and correct.
- ✓ I agree to any disclosure or exchange of information about this application which Prudhoe Town Council deem appropriate for the administration, evaluation, monitoring and publicising of Grant Aid.
- ✓ I understand that acceptance of this application by Prudhoe Town Council does not in any way signify that the organisation is eligible to, or will receive Grant Aid, or that if successful Grant Aid will be automatically renewed each year.
- ✓ I have included an up-to-date Financial Statement and copies of bank statements.
- ✓ I understand that the Council will *freeze* or *withdraw* funding or *reject* future applications if Grant Aid conditions are not met and/or there is evidence of unlawful activity, malpractice or other behaviour that the Council deems improper.
- ✓ I agree to verify that Grant Aid has been spent for the intended purpose, in advance of the Grant Aid cycle for 2020/21 (beginning January/February 2020).
- ✓ I agree to inform the council of any significant changes to the membership or running of the organisation.

Signed	Print name	Date
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FOR OFFICE USE ONLY

Date application received	Application successful? Yes/No	Proposed Award £
Any additional information requested:		