



## CREWKERNE TOWN COUNCIL

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# GRANTS TO LOCAL ORGANISATIONS 2015

Any Community Group or Organisation based within Crewkerne wishing to apply for a grant for a specific project from the Town Council is invited to apply by Friday, 3<sup>rd</sup> October 2014. **Please note that funding for grants is restricted.**

Application forms, available from the Town Hall or downloaded from the Town Council's website should be completed in full providing clear information regarding the benefits received by Crewkerne residents.

Recipients will be asked to collect their cheque in person at a meeting in April 2015.

Mrs Jeanne Warner  
Town Clerk

**CREWKERNE TOWN COUNCIL  
APPLICATION FORM FOR GRANT 2015 / 2016**

**Please enter details clearly in black ink and complete all boxes**

1. Name of organisation/club:

2. Contact name:

3. Position held:

4. Address:

  

Postcode:

5. Daytime telephone number:

6. E-mail address:

7. Purpose of your organisation:

8. Is your organisation a registered charity? YES/NO (delete as appropriate)

If yes, please give registration number

9. What do you need this grant for? Tell us what you intend to do: your aims, people involved and how you will make it happen. *(This is your opportunity to 'sell' your project).*

10. If CRB checks are relevant to your organisation please provide details of names and reference numbers

11. Please estimate numbers of ages of the people who will benefit from your project.

0-5  6-13  14-18  19-25  26-59  60+  All ages

12. Where do most of the people who will benefit from the project live (please give approximate %)?

13. When will your project take place?  
(please give start and end dates)

14. How do you consider that this grant will benefit **Crewkerne** and its community?

15. What evidence is there to support what you want to do? Please give details to show that your project is needed? *eg. letters of support, statistics.*

16. List some of your achievements over the last twelve months:

17. Give at least two examples of how you will measure the success of your project (you may be asked for evidence of this when your project is completed):

18. If you have had a Town Council grant within the last 5 years describe briefly what it was used for and please supply evidence of how you measured the success of that project.

19. What is the total cost of project/activities for which assistance is sought?

20. Estimated/itemised project costs:

Item	Amount
<b>Total(A)</b>	

21. Please supply details of other sources of funding you are seeking including gifts or donations in kind.

Funding Body	Amount requested	Date applied	Funds secured
District Council			
County Council			
Lottery			
Fundraising			
Own Funds			
Generated income eg fees, ticket sales			
Other (please state)			
		<b>Total (B)</b>	

22. Amount requested from Crewkerne Town Council (A-B)?

23. The award cheque to be made payable to:

**Declaration:** I confirm that all information within this application form is accurate to the best of my knowledge and I am authorised to apply for funding on behalf of the organisation/group. I understand that if successful I will be responsible for monitoring and evaluating the project.

Signed .....

Date .....

**Please complete checklist. Have you:**

- Completed all the boxes and signed the form?**
- Enclosed a copy of your latest accounts?**
- Provided letters of support or evidence of need (if applicable)?**
- Enclosed initial quotes for items of expenditure (if applicable)?**
- Provided a copy of your child protection policy (if applicable)?**

**Please note: if your organisation is awarded a grant a representative will be required to collect the grant cheque at a meeting in April next year when there will be a photo opportunity with the Mayor. You will also be required to provide a display board at that meeting and for recipients of grants over £500 you may be required to give a short presentation (no more than 3 minutes long). You will be advised of the date and time in due course.**

Please return the completed form to Mrs J Warner, Town Clerk at The Town Hall,  
Market Square, Crewkerne, Somerset TA18 7LN by **Friday, 3<sup>rd</sup> October 2014**