



## COMMUNITY GRANT APPLICATION FORM

### 1. INFORMATION ABOUT YOU

Name of organisation

Address of organisation

Post code

Correspondence  
address if different  
from above

Main contact

Second contact

Contact name

Daytime telephone no.

Evening telephone no.

Email

### 2. BACKGROUND

Purpose of organisation

How long has your  
organisation been running?

How is your organisation run?

Charity

Charity No:

Elected Committee

Collective

Other

What restrictions are  
there on membership?

Where does your  
organisation meet?

How often?

Weekly

Monthly

Quarterly

Other

Where does your money  
come from?

What do you normally  
spend it on?

### **3. MEMBERSHIP**

How many members are there in your organisation?

How many people regularly benefit by receiving the service you provide?

What is the average attendance at your sessions?

What percentage of your members/users of the service are resident in Woodley?

How many of your members/users of the service are resident in Woodley?

### **4. STAFFING/VOLUNTEERS**

Does your organisation have any staff?

Yes

No

How many paid staff?

How many voluntary staff?

What do they do?

### **5. REQUEST FOR GRANT AID**

What activities will you be offering? Please describe how this will benefit the community.

Venue of activities

## 6. BUDGET

Total cost of project

How much grant aid are you seeking?

(Maximum grant £250)

If the cost of your project exceeds the grant amount applied for

What will the balance be?

How will the balance be funded?

Please give details of all anticipated income and expenditure for the activity or event, including any entry or activity fees and funds raised or anticipated from other sources.

Income	Amount	Expenditure	Amount

## 7. ADDITIONAL INFORMATION

If the Council agrees to make a grant to your organisation it would like to do this by way of an electronic payment.

Please provide the following information:

Does the organisation have a BANK or BUILDING SOCIETY account?

Yes

No

Name of Bank/Building Society

Account name

Account number

Sort code

Please give the names of two signatories to the bank account:

1.

2.

Please attach a copy of the following or give reason why not in the space below:

(a) most recent statement of your annual accounts \*

(b) an up-to-date bank statement \*

(c) a statement of your income and expenditure, for the current year \*

(d) your group's constitution or set of rules, signed by chair

\* NEW groups please attach a copy of your anticipated income and expenditure (budget)

## DECLARATION

I apply for aid on behalf of the above organisation, and I declare that:

1. I have read and understood the scheme under which grants are made as contained in the "Woodley Town Council Grant Guidelines":
2. I have noted all conditions under which grants are made and confirm that if successful, I and the organisation which I represent will abide by them, including providing monitoring information on expenditure of the grant.
3. I undertake personally and on behalf of the organisation that any grant made by the Woodley Town Council, or such part of it as the Council may determine, will be repaid if:
  - a) The organisation is found to be in breach of the conditions applied to the grant; OR
  - b) The facilities cease to be used for the purpose for which the grant was given; OR
  - c) The organisation ceases to operate before the project has begun or been completed.
4. We require the signatures of two members of the organisation, one of whom must be on the management committee.

Signed

Signed

Position in Organisation

Position in Organisation

Date

Date

Your name entered here will be regarded as your signature

**When you press the submit button below it will launch your email program with your form attached.**

**Please press 'send' in your email program and the form will be sent.**

**If you are returning this form as a printed copy please send to  
Woodley Town Council, The Oakwood Centre, Headley Road, Woodley RG5 4JZ**

**If you have any queries, please telephone: 0118 969 0356**

Your privacy is important to us and we will only keep your information for the purposes for which it was submitted. You can find out more about how we use your data from the [Privacy Notice](#) available on our website [www.woodley.gov.uk](http://www.woodley.gov.uk)