



## GRANT APPLICATION FORM

It is preferred that applications are completed electronically and emailed to the Responsible Finance Officer at: [finance@churchstretton-tc.gov.uk](mailto:finance@churchstretton-tc.gov.uk). However, handwritten or typed applications may be sent to the Responsible Finance Officer at:  
Community Grant Applications, Church Stretton Town Council, 60 High Street, Church Stretton, SY6 6BY. Please complete the shaded areas of the application.

### ORGANISATION DETAILS

Name of Organisation:	
Address:	
Email	
Telephone No.	

### CONTACT DETAILS

Title	Forename	Surname
Position held in Organisation		
Email	Telephone No.	

## CHECKLIST

Please read the Notes for Guidance carefully before submitting an application. Please tick to confirm that you have:	
Answered every question	
Enclosed a copy of your constitution	
Enclosed a copy of your latest accounts, bank statements or other financial information	
Signed the Declaration (minimum of two signatures)	

## ABOUT YOUR ORGANISATION

What type of organisation are you? Please tick all the boxes that apply:			
Community group/club/society		Company Limited by Guarantee	
Registered Charity		Other	

If other, please describe:

Charity Registration Number:

What is the purpose of your community group/organisation and how are you financed?

**Please enclose a copy of your constitution. If you are not a registered charity you must enclose a copy of your constitution.**

If you are a branch of, or related to, a larger organisation, please give details:

How many people (approximately) are involved in your organisation?					
Management Committee:		Members/Volunteers:		Paid Staff:	
Others (please specify):					
Please indicate if your group has any of the following					
Public Liability Insurance		Maximum cover: £			
Other Insurance (specify)		Maximum cover: £			

## ABOUT YOUR PROJECT/SERVICE

Project Title:

Briefly describe your project or service to enable the Council to understand how its grant will be used (please attach project plan if available):

How many and what types of Church Stretton residents do you expect to benefit from your project/service?

Have you received grant funding from Church Stretton Town Council in the past three years? If so, please give details of how much funding you have received (broken down annually) and a summary of the outcomes of this funding:

Please provide a summary breakdown of what the money will be used for. We need this information to fully assess your application. If you have a project budget and plan or have received estimates/quotations please enclose copies:

Description:	Estimated cost £

Do these costs include VAT?	
Is your organisation VAT registered, unregistered or exempt?	

Please provide a summary of funding sought from other sources if applicable. If funding from other sources is not being sought please explain why:

Funding source:	Estimated Grant £

How much of the organisation's own money will be used towards funding this project or service?
£

How much funding are you seeking from the Town Council?			
£		% of total cost	

If your organisation is holding reserves which could meet the cost of this project or service, please explain why this project cannot be supported from your own funds:

## DECLARATION

We are authorised to submit this application on behalf of the applicant organisation and certify that the information enclosed is correct. We understand that there is no appeal procedure should this application be rejected. If Church Stretton Town Council gives a grant, we undertake to use it only for the purpose given and according to any conditions specified. We also undertake to provide Town Council with a completion report within three months of the completion of the project or the end of the service period.

<b>1st signatory (person submitting form):</b>		
Forename	Surname	Date
Position within Organisation		
<b>2nd signatory (Chair or senior representative of management committee):</b>		
Forename	Surname	Date
Position within Organisation		