

# **Grant Application Form**

Please familiarise yourself with the requirements listed in Cranbrook Town Council’s Grants Policy before completing this form.

For your application to be considered please ensure you provide one of the following:

* Copy of the latest set of annual accounts including profit and loss and a balance sheet, or
* Copy of bank statements for the previous six months, or
* A budgeted forecast

Any constituted organisation must also include a copy of their constitution.

Completed applications forms together with supporting evidence should be e-mailed to [clerk@cranbrooktowncouncil.gov.uk](mailto:clerk@cranbrooktowncouncil.gov.uk).

The Council’s Privacy Notice is accessible on our website at <https://www.cranbrooktowncouncil.gov.uk/governance/>.

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| **1** | **In the interest of accountability and transparency, Cranbrook Town Council considers and determines grant applications at public meetings. This means that this application form will become a public document. Please would you give your consent that this application form can be published for public consumption. Personal and contact information will be omitted.** | Yes  No Please note that if you do not give your consent for us to publish the information on this form, Cranbrook Town Council will unfortunately be unable to consider and determine your grant application. |
| **2** | **Name and Address of Organisation** |  |
| **3** | **Contact Details of Applicant**  Name and Job Number Telephone Number Email Address |  |
| **4** | **Are you a Registered Charity?** | Yes, registered charity number:  No |
| **5** | **Amount of grant requested:** | **£** |
| **6** | **When is the grant funding required?** |  |
| **7** | **Is it a…** | one-off funding request  recurring funding request |
| **8** | **Total cost of the project:** | **£** |
| **9** | **For what purpose or project is the grant requested?** | *Maximum 100 words* |
| **10** | **What are the project’s aims?** | *Maximum 300 words* |
| **11** | **Please evidence demand for this project:** | *Maximum 300 words* |
| **12** | **If the total cost of the project is more than the grant, how will the residue be financed?** | *Maximum 300 words* |
| **13** | **How is financial sustainability being achieved in the long term?** | *Maximum 300 words* |
| **14** | **Have you applied for a grant for the same project to another organisation? Please state which organisation and how much:** | Yes  No |
| **15** | **How will the community benefit from the project?** | *Maximum 300 words* |
| **16** | **Are any of the beneficiaries non-residents of Cranbrook?** | Yes, approximately how many:  No |
| **17** | **Applicants are asked to familiarise themselves with the Council’s grants policy and please tick the box on the right to confirm that you understand and agree with them.** | I/We agree with the terms and conditions of the Council’s grants policy, especially in relation to crediting the Council in any publicity and providing feedback on the success of the grant within six months. |

By signing this form, the applicant(s) agree with all the provisions detailed in the Town Council’s grants policy, specifically regarding ownership of asset(s) and the requirement to repay funds where these have not been used in accordance with the grant application.

Signed………………………………………………………………….Date………………