

**NAILSEA TOWN COUNCIL
GRANT APPLICATION FORM
For Financial year - 1 April 2012/31 March 2013**

To assist the Council in the consideration of your request for a grant you are asked to provide the following information:-

1. Name and Address of Applicant
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2. Give a detailed description of the project for which the grant is required and specify what the grant money will be spent on (use additional paper if required)
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3. What is the total cost of the project? £
4. How much does your organisation wish the Council to contribute? £.....
Nailsea Town Council does not expect annual increases in regular grants to exceed the general rate of inflation. However, consideration will be given to requests for grants outside this policy in specific circumstances.

And when will the money be required?.....(mm/yy)
5. How much does your organisation hope to raise by its own efforts and what fund raising activities have or will be organised?
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6. What other bodies have been approached for assistance and what has been promised or given?
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7. Has the organisation considered phasing the project over a number of years and, if so, what is the proposed timetable?
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8. Name and address of person to whom the grant cheque should be posted **or bank details, to include sort code and account number for payment via BACS..**
.....
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Please turnover.....

9. Name, Address and Telephone Number of person to contact if further information is required

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Any additional information or comments which you would like to make in support of this application for a grant should be included on a separate sheet of paper and attached to this grant form. There is no guarantee that any application will be awarded in full or in part, even if the organisation has previously received a grant.

Name

Signature Date

CONDITIONS

1. It is necessary to enclose with this form evidence of the Organisation's present financial situation and a statement of income and expenditure (preferably audited), for the last 12 month period.
2. Grants in excess of **£500** - Evidence that the grant has been used for the purpose for which it was given will be required. Copies of invoices for goods received or services rendered are normally sufficient for audit purposes and details of how the grant was spent will be expected within 6 months of the completion of the project or the end of the financial year.
3. Grants in excess of **£5,000** – Quarterly reports are required to demonstrate how the grant has been spent and the benefit derived from it. Not providing reports or financial statements as required may be considered a breach of the conditions of the grant.
4. Any legal expenses incurred as a result of a grant to an organisation must be met by that organisation.

Mr Ian Morrell
Town Clerk

Tel No 01275 855277
Email: clerk@nailseatowncouncil.gov.uk

Nailsea Town Council
Tithe Barn
Church Lane
Nailsea
BS48 4NG

NOTES

1. The Town Council considers its expenditure for any financial year (1st April - 31st March) in connection with the fixing of its precept, during the months of October and November of the previous year. Any applications for grants therefore should be submitted to the Finance Officer no later than the **30th September**.
2. Exceptions can be made to the above with regard to unpredictable situations. However it should be realised that the funds available to meet such requests may be severely limited.