

TIVERTON TOWN COUNCIL GRANT APPLICATION FORM FOR 2024

This form must be fully completed and forwarded to the Town Clerk, Town Hall, St Andrew Street, Tiverton, EX16 6PG .

Successful grant applicants will be notified. The maximum allocation that can applied for is £500.

Name of Organisation	
Charity Number (if applicable)	
Contact Name	
Telephone Contact Number	
Contact full address including postcode	

Please state below a short description of your organisation and its aims and objectives

1. Have you received a grant from Tiverton Town Council in the past?
Yes/ No

If the answer is yes please state the year of the last grant and how much it was

Year		Amount	£

2. If you provided details of previous grant payments please provide details of how this grant was used. This information will be useful to the Councillors in making their decision for this year. The Council reserves the right to request proof of this statement.

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3. Please provide as much information as possible as to why you are applying for a grant and specifically what the funding, if granted, would be used for. **Note that if a grant is approved such funding must only be used for the agreed purpose. Written permission from the Council is required to change the use of any funding.**

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How much are you applying for?

Amount	£
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4. Are you applying for a grant from any other organisations? Yes/No
5. Please state how much funding your organisation is making towards this project or scheme

6. If you answered yes to question 4 provide the names of those organisations

To enable the Council to determine your need we require you to provide us with a copy of your last audited accounts. If you do not have audited accounts we will require a copy of your latest bank statement together with a list of income and expenditure for the last 12 months. These documents should be signed by at least two officers of your organisation

I hereby declare that the answers and statements that I have made are, to the best of my knowledge, true. I understand that legal action could be taken against either myself or the organisation I represent if I knowingly provided false information in an effort to gain public funds.

Signed	
Designation in Organisation	
Date	

Checklist

All sections of the application form have been completed	
A copy of our last audited accounts is attached to the form (or)	
A copy of our latest bank statement together with a list of income and expenditure for the year signed by two officers	

For Official Use Only

Grant Power	
RFO Recommendation	
F&GP Recommendation	
Council Decision	

GRANT APPLICATION GUIDELINE

1. All applications must be accompanied by the Council's Grant Application form which must be fully completed. The Council reserves the right to refuse any application form which is not fully completed.
2. A copy of the latest audited or certified accounts and a copy of the latest bank statement must be sent with the application. Failure to provide this information may result in the application being rejected.
3. Applications can only be accepted from nonprofit making organisations and societies.
4. The Council would expect for organisations to raise a reasonable amount of funds themselves towards a specific project or scheme.
5. Grant applications should be for specific projects and not normally, unless specifically agreed in advance, for the general running costs of an organisation. The Council would not normally agree to a grant towards a project which it had financially supported the previous year.
6. Requests for funds should be clearly seen to benefit a group of people within the parish boundary of Tiverton.
7. Where the Council agrees funding for a specific project proof of purchase of the goods or services must be provided before the grant is distributed. Written permission must be obtained if there is any change to the use of funds.
8. The Council does not contact organisations who have previously applied for funding.
9. The Council reserves the right to withdraw or reduce a grant if it feels that the conditions, or part of those conditions, have not been complied with.
10. The Council reserves the right to impose what conditions it wishes as a condition of accepting an application for a grant.