FLEET TOWN COUNCIL
APPLICATION FOR COMMUNITY GRANT

Please read the Council's Grants Policy before completing this form.

Please note:
• Grants cannot be awarded to individuals.
• Applications exceeding £1,000 may be considered where the Committee considers that the level of community benefit justifies an award above this amount.
• The Council operates a single Community Grants budget for discretionary grant applications.
• Successful grants must be used for the purpose approved and are subject to the Council's Grants Policy and any additional conditions.

1. Organisation details

Name of organisation

_____

Address

_____

_____

Website / social media (if applicable)

_____

Bank account name

_____

Bank account number

_____

Sort code

_____

2. Main contact

Name

_____

Address

_____

_____

Telephone number

_____

Email address

_____

Position / role within organisation

_____

3. Organisation type and eligibility

Please tick the option that best describes your organisation:

☐ Registered charity – Charity Number: _____

☐ Community Interest Company (CIC)

☐ Voluntary / community organisation

☐ Club or society

☐ Other not-for-profit organisation – please specify: _____

Date organisation established

_____

☐ The organisation is based in Fleet.

☐ The organisation is based outside Fleet but the application demonstrates significant benefit to Fleet residents.

If based outside Fleet, please explain the benefit to Fleet residents:

_____

_____

_____

4. Project / event / activity

Name / title of project, event or activity

_____

Date(s) / proposed delivery period

_____

Please describe what the grant will be used for, what the project/event/activity will deliver, why it is needed, and how it will benefit Fleet residents:

_____

_____

_____

_____

_____

_____

_____

_____

5. Who will benefit?

Please explain who will benefit, including the estimated number of Fleet residents who will benefit and how you have arrived at this figure. Please explain how you will measure or demonstrate the benefits achieved. Where appropriate, provide postcodes or other information demonstrating the geographical area from which beneficiaries are drawn.

_____

_____

_____

_____

_____

_____

_____

6. Amount requested and project costs

Amount applied for

_____

£ _____

Total cost of project / event / activity

_____

£ _____

Please attach a project budget showing projected income and expenditure, including quotations or estimates where appropriate.

7. How will the project be funded?

Please provide details of your organisation's contribution, other grants or funding applied for, confirmed contributions or sponsorship, income expected from the project/event/activity, and any funding still required.

_____

_____

_____

_____

_____

_____

Funding source	Amount	Date applied	Status	Confirmed?

8. Financial position and reserves

Please provide details of your organisation's unrestricted reserves and explain why grant funding is required for this project/event/activity.

_____

_____

_____

_____

_____

9. If the application is unsuccessful

☐ Yes – the project/event/activity will still go ahead.

☐ No – the project/event/activity will not go ahead.

If yes, please explain how it will be funded or delivered:

_____

_____

_____

_____

10. Previous Fleet Town Council grants

Please provide details of any grants awarded to your organisation by Fleet Town Council during the last three years, including the amount awarded and the project/event/activity funded.

Year	Amount	Project / activity	Monitoring completed?

Please confirm whether all required monitoring information and evidence of expenditure has been provided for previous grants:

☐ Yes

☐ No – please provide details below.

_____

_____

11. Acknowledgement and publicity

Please describe how you intend to acknowledge Fleet Town Council's contribution, for example through social media, websites, publicity material, event programmes or signage.

_____

_____

_____

_____

Please note that successful grant awards and details of supported projects may be publicised by Fleet Town Council through its website, social media and other publications.

12. Supporting documents

Please provide the following documents where applicable. The Council may request additional information where reasonably necessary to assess the application.

Document	Attached	Council check
Latest financial year's accounts	☐	☐
Constitution / governing document	☐	☐
Most recent bank statement for all accounts	☐	☐
Project budget	☐	☐
Quotations / estimates, where applicable	☐	☐
Evidence of match funding, where applicable	☐	☐
Safeguarding policy, where applicable	☐	☐
Other supporting information, where requested	☐	☐

13. Declaration

I confirm that the information provided in this application is accurate and complete to the best of my knowledge. I understand that any grant awarded must be used only for the purpose approved by Fleet Town Council and in accordance with the Council's Grants Policy and any additional conditions attached to the award.

I understand that providing false or misleading information, or failing to comply with the conditions of a grant, may result in the grant being recovered and may affect future applications.

I consent to the information provided being processed in accordance with Fleet Town Council's Privacy Notice and applicable data protection legislation.

I understand that, if a grant is awarded, Fleet Town Council may publicise details of the award and the supported project through its website, social media and other publications.

Signed

_____

Name

_____

Position

_____

Date

_____

OFFICE USE ONLY

Action / check	Officer	Date	Completed
Grant application verified			☐
Eligibility checked			☐
Supporting documentation checked			☐
Previous grant compliance checked			☐
Application referred to Policy & Finance Committee			☐
Committee decision recorded			☐
Applicant notified			☐
Grant conditions issued			☐
Funds released			☐
Monitoring / evaluation information requested			☐
Monitoring information received			☐
Publicity / social media action			☐