



BROSELEY TOWN COUNCIL GRANT APPLICATION FORM

It is preferred that applications are completed electronically and emailed to the Responsible Finance Officer at: broseleytc.rfo@btinternet.com. However, hand-written or typed applications may be sent to the Responsible Finance Officer at: Broseley Town Council, The Library Building, Bridgnorth Road, Broseley TF12 5EL. 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	<input type="checkbox"/>	Company Limited by Guarantee	<input type="checkbox"/>
Registered Charity	<input type="checkbox"/>	Other	<input type="checkbox"/>

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.
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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:	<input type="text"/>	Members/Volunteers:	<input type="text"/>	Paid Staff:	<input type="text"/>
Others (please specify):	<input type="text"/>				
Please indicate if your group has any of the following					
Public Liability Insurance	<input type="checkbox"/>	Maximum cover: £	<input type="text"/>		
Other Insurance (specify)	<input type="checkbox"/>	Maximum cover: £	<input type="text"/>		

ABOUT YOUR PROJECT/SERVICE

Project Title:

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

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

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Have you received grant funding from Broseley 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:

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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 Broseley 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.

1st signatory (person submitting form):

Forename

Surname

Date

Position within Organisation

2nd signatory (Chair or senior representative of management committee):

Forename

Surname

Date

Position within Organisation

If a grant is awarded, please state to whom the cheque should be made payable:

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BROSELEY TOWN COUNCIL END OF GRANT REPORT FORM

PROJECT NAME

ORGANISATION NAME

GRANT RECEIVED FROM BROSELEY TOWN COUNCIL

HOW WAS YOUR GRANT SPENT

Item / Activity	Actual total cost of the item / activity for the project	Amount of Broseley Town Council grant spent on item / activity
Total Amount Spent	£	£

If how you spent your grant is different to what you put in your application form, you must explain why and advise how this has allowed you to achieve your outcomes.

WHAT HAS YOUR PROJECT ACHIEVED

Tell us about the difference your project has made to the local community in Broseley.

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How many people directly benefited from the grant?

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Tell us the wider benefits you feel it has had to the community

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Is there anything you would have done differently?

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Title	Forename	Surname
Position within organisation		
Telephone	Email	
Signed	Date	

Please attach any photographs you are able to share with us about the project funded. These will be used to publicise your grant award and to promote the Broseley Town Council Grants Scheme.