

APPLEBY-IN-WESTMORLAND TOWN COUNCIL

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www.applebytown.org.uk

Town Clerk's Office
Moot Hall - Boroughgate
Appleby-in-Westmorland
Cumbria
CA16 6YB

Grant Application Form

Please make sure you have read and understood the Grant Application Guide before completing this form. Important, please note:

- Your group must have its own bank account and constitution or governing document
- You will need at least 20% match funding
- You must provide all supporting documents with your application

All sections must be completed

Section 1 Contact Details

Name of group / organisation	
Contact name	
Contact address	
Postcode	
Daytime telephone number	
Mobile number	
email	
Your position in the group	

Section 2 Application Details

Name of your project or event	
Project or event description	

Maximum 400 words

How will your project or event benefit the local community?

Maximum 400 words

Section 3 Financial Information

What is the total cost of your project (including VAT)?	£
How much funding are you applying for?	£
What is your total match funding? (must be at least 20% of the total project cost)	£
How is your match funding being provided?	
Details of two unrelated bank signatories	
Name of signatory 1:	Address of signatory 1:
Name of signatory 2:	Address of signatory 2:
Bank account details	
Account Name	
Sort Code	
Account Number	

Section 4 Supporting Documentation

Please supply all required supporting documents when you submit your application. Your application will not be considered until you have supplied all the documentation detail below:

	Please tick
A copy of your most recent accounts	
A copy of your most recent bank statement (not more than 3 months old)	
A copy of your constitution or governing document	

Section 5 Declaration

In signing this declaration I agree that:

1. I have full authority on behalf of the group/organisation to make this application.
2. I have read and understood the Application Guide and agree to the conditions of funding.
3. The information contained in this application is correct at the time of submission.

Signed	Print name	Position in group
Date		

Section 6 Returning your application

Please make sure you have enclosed all required supporting documentation and then return your completed form to:

Town Clerk
Appleby-in-Westmorland Town Council
Moot Hall
Boroughgate
Appleby-in-Westmorland
Cumbria
CA16 6YB

Tel: 017683 51177 Email: clerk@applebytown.org.uk

Application deadline:	Finance Committee:	Decision Date: (Council or Trustees)	Grant awarded:
13 th December 2018	14 th January 2019	23 rd January 2019	1 st February 2019
14 th June 2019	8 th July 2019	17 th July 2019	26 th July 2019