



Earley Town Council
Application Form - Grants for Community Groups & Organisations

Before completing this application form, please ensure you read and understand the Town Council's Grants Policy. Details of the Policy can be found at www.earley-tc.gov.uk

PART 1 – Organisation Details	
Name of Applicant:	
Your Position:	
Name of Organisation:	
Address:	
Postcode:	
Telephone No/s:	Office: Mobile:
Email Address:	
Registered Charity No:	
Brief summary of the organisation's activities:	
Is the organisation open only to Earley resident? YES No (Delete as applicable)	
Number of Earley residents served by your organisation: 	
PART 2 – Grant Details	
Amount of Grant requested (£)	
Details of why the grant is required:	

Details of how the grant will be used to benefit the residents of Earley:

Age groups of those who will benefit:	
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In view of the purpose of the grant, please detail how the success of the grant will be assessed:

Have you applied for grants from any other source? YES NO (Delete as applicable)

If yes, please provide all details of the Organisation/s, the amounts received and the dates.

What other fundraising activities has your group/organisation undertaken in the past 12 months?

PART 3 – Finance Details
This application form must be submitted with a copy of the organisation’s most recent set of accounts

From the most recent set of accounts, please provide the following summary:-

Annual Expenditure	£.....	Annual Surplus/Deficit	£.....
Annual Income	£.....	Total Reserves	£.....

Please add any further information in support of your application which you would like the Council to consider. (Continue on a separate sheet if required)

Payment may be made by cheque or electronically. If you require electronic payment, please include the appropriate bank details below:

Name of Account:	Sort Code:	Account Number:
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I certify that the information I have given is true and correct to the best of my knowledge.

Signed: Print Name:

Date:

**Please return your completed form to:- deputy@earley-tc.gov.uk
or by post to
Grant Applications, Earley Town Council, Council Offices, Radstock House,
Radstock Lane, Earley, RG6 5UL**

FOR OFFICE USE ONLY

Date Application Received	
Meeting at which application considered	
Grant Approved	YES NO
Reason for Refusal (if applicable)	
Grant Amount	
Date Applicant informed	
Date grant paid (If applicable)	
Payment Method	
Officer Name	
Signed:	