

**Earley Town Council**

**Community Groups & Organisations Grant Application Form**Before completing this application form, please ensure you have read
Earley Town Council’s Grant Policy which includes details of the criteria for applications.

1. **Your Information**

|  |  |
| --- | --- |
| Name of Applicant  |  |
|  |
| Your Position |  |
|  |
| Name of Group/Organisation |  |
|  |
| Address |  |
|  |
| Telphone No |  |
|  |
| Email Address |  |
|  |
| Website Address |  |
|  |
| Registered Charity No: |  |

1. **General Details**

|  |  |
| --- | --- |
| Brief overview of group/organisation aims and objectives |  |
|  |
| How many paid staff does you group/organisation have? |  |
|  |
| How many volunteers does your group/organisation have? |  |
|  |
|  |

1. **Grant Information**

|  |  |
| --- | --- |
| Grant amount being requestedDetails of why the grant is requiredPlease provide a copy of quotation(s) if applicable |  |
|  |
|  |
|  |
| Number of Earley residents who have benefitted from the support your group/organisation has provided within the past 12 months and how this number has been obtained? |  |
|  |
| How will the grant benefit Earley residents? |  |
|  |  |
| What are the age groups of those who will benefit from the grant? |  |
|  |
| How will the success of the grant be assessed?How are environmental/green initiatives being considered by your group/organisation? |  |
|  |
|  |

1. **Funding**

|  |  |  |
| --- | --- | --- |
| Have you received other sources of funding in the last financial year, if so please detail, including amounts received | **Funding Body** | **Amount Received** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| What fundraising activities has your group/organisation undertaken in the past 12 months, including amounts raised? | **Fundraising Activity** | **Amount Raised** |
|  |  |
|  |  |
|  |  |
|  |  |

1. **Financial Information**

Please complete this section using your group/organisation’s latest annual accounts, which should not be more than 12 months old.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From your most recent set of accounts, please provide the following | **Total****Income** | **Total****Expenditure** | **Surplus/Deficit** | **Total** **Reserves** |
|  |  |  |  |

1. **Additional Information**

If your application is successful the grant award will be paid electronically, please provide the appropriate bank details of where you would like the award paid.

|  |  |
| --- | --- |
| Name of Bank/Building Society |  |
|  |  |
| Account Name |  |
|  |  |
| Account Number |  |
|  |  |
| Sort Code |  |

1. **Checklist**

Before submitting your completed application form, please check that you have carried out the following:

Read and understood the Earley Town Council’s Grant Policy

Completed all sections of the application form

Enclosed/attached a set of most recent accounts

Provided quotation details, if the application is in relation to a project

Provided the correct bank details for payment to be made, if youor application is successful

1. **Declaration**

I certify, the information that has been provided is true and correct to the best of my knowledge and that I have authorisation to make this application on behalf of the named group/organisation.

|  |  |
| --- | --- |
| Signed |  |
|  |  |
| Name |  |
|  |  |
| Date |  |

**Privacy Notice**

By submitting this application, you consent to the Council storing and processing the personal data you have provided for the purpose for which it was submitted. For full details of the Privacy Notice for Grants, please visit: - <https://www.earley-tc.gov.uk/wp-content/uploads/2022/07/Privacy-Notice-Grants.pdf>

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