

# NAILSEA TOWN COUNCIL – GRANT APPLICATION FORM

For financial year 1<sup>st</sup> April 2018 – 31<sup>st</sup> March 2019

To assist the Council in the consideration of your request for a grant you are asked to provide the following information:

1. Name and Address of Applicant .....  
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2. Give a detailed description of the project for which the grant is required and specify what the grant money will be spent on (use additional paper if required) .....  
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3. What is the total cost of the project?     £ .....
  
4. How much does your organisation wish the Council to contribute £.....  
**Nailsea Town Council does not expect annual increases in regular grants to exceed the general rate of inflation. However, consideration will be given to requests for grants outside of this policy in specific circumstances.**
  
5. How much does your organisation hope to raise by its own efforts and what fund raising activities have or will be organised?.....  
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6. What other bodies have been approached for assistance and what has been promised or given? .....  
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7. Name and address of person to whom the grant cheque should be posted.....  
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8. Name, address and telephone number of person to contact if further information is required .....

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Any additional information or comments which you would like to make in support of this application for a grant should be included on a separate sheet of paper and attached to this grant form. There is no guarantee that any application will be awarded in full or in part, even if the organisation has previously received a grant from the Town Council.

Name .....

Signature ..... Date .....

**CONDITIONS**

- 1. It is necessary to enclose with this form evidence of the organisation's present financial situation, including funds held in reserve, a copy of a recent bank statement and a report on income and expenditure (preferably audited) for the last 12 months.
- 2. Grants in excess of **£5,000**. Quarterly reports may be required to demonstrate how the grant has been spent. Not providing reports or financial statements as required may be considered a breach of the conditions of the grant.
- 3. Application for grants of **£5,000** or more will require a representative of the organisation to attend a council meeting to explain the purpose of the grant and to answer any questions the Town Council may have relating to it.
- 4. The Town Council will not be liable for any costs incurred by the applicant other than the purposes for which the grant has been approved.

**Mr Ian Morrell**  
**Town Clerk**

**Tel No 01275 855277**  
**Email: [clerk@nailseatowncouncil.gov.uk](mailto:clerk@nailseatowncouncil.gov.uk)**

**Nailsea Town Council**  
**Tithe Barn**  
**Church Lane**  
**Nailsea**  
**BS48 4NG**

**Notes**

The Town Council considers its expenditure for any financial year (1<sup>st</sup> April to 31<sup>st</sup> March) in connection with the fixing of its precept, during the months of October and November of the previous year. Any applications for grants therefore should be submitted to the Finance Officer no later than 30<sup>th</sup> September.