



# New Alresford Town Council

Alresford Recreation Centre, The Avenue, Alresford Hants, SO24 9EP.

Website: [www.newalresford-tc.gov.uk](http://www.newalresford-tc.gov.uk)

## APPLICATION FORM FOR A GRANT FROM NEW ALRESFORD TOWN COUNCIL

Please read the Grant Policy to assist with completing this form.

Grants will not be given retrospectively and must be received prior to any commencement of works.

Applications must be received by the Town Council fourteen days prior to the meeting.

Grant applications will be considered by Town Council at their meetings in April, July, October and January. Representatives of the Organisation are welcomed to attend the meeting details of which are available on website [www.newalresford-tc.gov.uk](http://www.newalresford-tc.gov.uk)

Applications must be accompanied by the latest audited or independently examined Accounts, if this is not possible please provide a reason as to why.

Additional information to support the application is welcomed, e.g. details of non-grant funding such as fund-raising events, membership fees etc.

Copies of estimates should be attached to the application where applicable.

It is appreciated that in some circumstances the questions are not appropriate to the grant request. If the question is not applicable to your organisation, please mark the response N/A

Please return this form with any supporting information to: [townclerk@newalresford-tc.gov.uk](mailto:townclerk@newalresford-tc.gov.uk)

### **Part 1 – Organisation/Charity Information**

1. Name of Organisation/Charity: .....

1.1. Charity Number: .....

2. Full postal address: .....

2.1. Telephone number(s): .....

2.2. Website address: .....

3. Email address of applicant: .....

3.1. Position within organisation: .....

4. Aims and objectives of organisation: .....

.....

5. Does your organisation work **SOLELY** for the benefit of the people of New Alresford.....

6. If Yes to Q5. How many residents benefit regularly from the organisation: .....

7. If No to Q5. Please provide details of benefits to the area: .....

.....

.....

8. Proportion of the community of New Alresford using organisation, e.g. proportion of those living in these areas against those living outside these areas who participate: .....

9. How many volunteers do you have: .....

9.1 How many paid full-time staff: .....

9.2 How many paid part-time staff: .....

9.3 How many members in your organisation: .....

9.4 How many reside in New Alresford: .....

### Part 2 - Grant Information

11. Purpose for which a grant is required (Capital project, running cost etc) and time scale within which the work/purchase etc is to be completed. (This can be submitted as a separate sheet):

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12. Has the organisation applied or intends to apply for a grant from any other grant-aiding body. Please provide details and any response received:

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13. Cost of project, this can be an approximation in the first instance. State inclusive or exclusive of VAT:

.....  
.....

14. How the project is to be funded, including the following aspects and breakdown of percentages if appropriate. The below may not be relevant in all cases of application.

14.1 Organisations own proposed funding:

£
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14.2 Other grant funding:

£
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14.3 Any other funding:

£
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14.4 Grant request from Town Council:

£
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15. Is the organisation able to claim refunds on VAT: .....

16. Copy of the latest end of year accounts to show income and expenditure through the past year, as available, to be attached:

Confirm YES/NO

17. Details of bank balances at time of grant application:

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**18.** Details of anticipated use of money held in accounts i.e. reserves and for what purpose, if relevant

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**19.** Section of community which will benefit from this grant, e.g. boys, girls, age group, adults:

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**20.** Number of participants in the organisation: .....

**21.** Aims of organisation in the future:

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**Terms and Conditions**

- The funds can only be used for the purpose stated in this application
- If your grant application is successful, whether in whole or in part, it would be conditional upon the organisation acknowledging NEW ALRESFORD TOWN COUNCIL in your Annual Report, or in any other publication [Newsletter, magazine, etc] relevant to your organisation.
- The applicant **will** submit a report of how the money was spent to the Town Council at least fourteen days prior to the Annual Town Assembly or when the project/service is complete, whichever is sooner.
- It is a condition of the payment of all Grants that if the organisation fails to comply with the terms and conditions of a Grant, the funds will be repaid any such sum that the Council may in its reasonable discretion demand up to and including the full amount of the Grant.
- I hereby confirm that I am duly authorised by the Organisation to make this application on its behalf and by signing this grant application, the organisation agrees to the Terms and Condition.

**23.** Name of Applicant:

Signed: .....

Date: .....

Position within organisation: .....

Contact Telephone number: .....

Please specify Account details for payment if your grant is successful:

Sort Code .....

Account Number.....

Account Name .....

**New Alresford Town Council use only:**

Received: .....

Date full Council: .....

Grant awarded: YES/NO .....

Amount of grant: .....

Grant paid: .....

Conditions: .....

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Under which Power Awarded.....