



Folkestone Town Council



Town Grant Application Form (Applications for less than £1,000)

A: APPLICATION SUMMARY

Name of applicant:

Address of applicant:

Name & address of contact (if different):

Telephone number of applicant:

Telephone number of contact (if different):

Email address of applicant:

Email address of contact (if different):

Reason for application – brief project/event description:

How much is requested from Folkestone Town Council?

£

Total project/event cost:

£

Declaration:

I hereby declare that all information provided is true and accurate to the best of my knowledge. I agree to complete and return any forms relating to this application which are sent to me in the future:

Signed: Date:

Name (Block capitals):

Status (e.g. Chairperson, Secretary):

Please note: The information provided on this application will be held on a database and used to provide information to officers and members of the Town Council.

B: THE PROJECT/EVENT

Project/Event title:

Description of project/event:

What are the aims of the project/event?

Date that you propose to commence the project or hold the event:

What is the proposed duration of the project/event?

C: FINANCIAL INFORMATION

1. Estimated total cost:

£

Please detail the components of your project/event i.e. your budget or costings (submit on a separate sheet if necessary):

<i>Expenditure</i>	£
Total	

2. Proposals for funding the project/event:

Confirmed
(tick if yes)

(i) Contribution from Folkestone Town Council	£		A	
(ii) Contribution from Shepway District Council	£		B	
(iii) Contribution from Kent County Council	£		C	
(iv) Contribution from National Lottery:				
Arts	£			
Heritage	£			
Sports	£			
Charities	£			
Other	£			
TOTAL NATIONAL LOTTERY		£		D
(v) Contribution from other organisations – please specify:				
TOTAL OTHER ORGANISATIONS		£		E
(vi) Contribution from fund raising events	£		F	
(vii) Contribution from your own resources	£		G	
TOTAL FUNDING (Total of A – G)		£		
(to agree to total cost identified in E1)				

3. Is your organisation registered for VAT?

Yes:

No:

4 Does the estimated total cost of the project event include payments in kind? e.g. free labour, materials etc? If yes, please provide details below: i.e. assumed number of hours x hourly rates etc.

Total value assumed £

D: SUPPORTING STATEMENT

Why do you think the Town Council should support this application? Please note that you are required to demonstrate a benefit to some or all of the town’s residents.

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Please continue on a separate sheet if necessary.

Please note that the Town Council will take account of Best Value, its obligation to promote racial equality, its statutory powers and accounting requirements in reaching its decision. The following information (where applicable) is therefore required from all applicants for financial assistance (before the application can be placed before the Finance and General Purposes Committee). Information may be provided on a separate sheet if necessary.

1. Have you enclosed a copy of conveyance/letting agreement/lease?

YES NO N/A

2. Have you enclosed a copy of written permission from the owner of any premises involved?

YES NO N/A

3. Have you enclosed copies of cover notes/summaries for all relevant insurances?

YES NO N/A

4. Have you enclosed evidence of any other secured funding or application for any other funding?

YES NO N/A

5. Please confirm that statutory obligations under the Human Rights Act have been considered. See the following website for the latest information:

<https://www.gov.uk>

YES

6. Please confirm that statutory obligations under the Disability Discrimination Act have been considered. See the following website for the latest information:

<https://www.gov.uk>

YES

7. Please confirm that you have considered all health and safety issues for this project/event and carried out risk assessments for all relevant areas. See the following website for the latest information:

<http://www.hse.gov.uk>

YES N/A

8. Please confirm that you have considered the environmental effects of this project (e.g. carbon emissions, waste, etc.) and give brief details. See the following website for the latest information:

<https://www.gov.uk>

YES N/A

9. The Town Council has an obligation under s17 of the Crime and Disorder Act to consider the impact of all its functions, activities and decisions on crime and disorder in its area. What implications will your project have for this requirement and how in particular will it assist the Town Council to meet its obligation? See the following website for the latest information:
<https://www.gov.uk>

10. Grants are normally given conditionally on the applicant's agreement to allow their details to be used in the Town Council's website, publications and other materials. Do you agree for your details to be included? (Please note that personal and financial information will not be published.)

YES

11. Grants are normally given conditionally on the organisation's public acknowledgement of the Town Council's assistance. How do you intend to do this? (Please note that you may be required to provide copies of relevant publicity materials.)

Any award will be paid by BACS. Please enter your bank details below:

Name of applicant:

Name of account holder:

Sort code

Account number

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Signature Date

Please return your completed form to:

Liz Timmins, Community Development Officer, Folkestone Town Council, The Town Hall, 1-2 Guildhall Street, Folkestone, CT20 1DY

Tel: (01303) 257946

Email: liz.timmins@folkestone-tc.gov.uk

Please note that applications may be submitted by email but must be signed before any approved funding can be released.