

# REEPHAM TOWN COUNCIL

## GRANT APPLICATION FORM

Please read the attached guidelines before completing this form. Please use black ink and block capitals. You may continue on a blank sheet if necessary, but please put the name of your organisation on any additional sheets.

**A. Your organisation**  
 Please give us the following information about your organisation:

Name of Organisation: .....

Address:.....  
 .....  
 .....Post Code: .....

Description of your organisation's activities. Please list your aims and objectives.  
 .....  
 .....  
 .....  
 .....  
 .....

How long has your organisation been in existence? .....

**B. Contact Details**

Name of contact: .....

Position: .....

Address for correspondence (if different from above):  
 .....  
 .....  
 .....Post Code: .....

Tel:.....(daytime) .....(mobile)

Email: .....

**C. Your Application**

a) Brief description of project or scheme for which grant is intended  
 .....  
 .....

b) Who will benefit from the proposed project or scheme and how many of these are Reepham residents?  
 .....  
 .....

c) Total cost of project or scheme: £..... d) How much are you applying for? £.....

Please give an itemised breakdown of the expenditure for which this money which is being applied for. Please include evidence (e.g.. suppliers' estimates or price lists) of the likely cost of all items of expenditure where possible.

ITEM	COST £
<b>TOTAL</b>	

d) Have you made any grant application to any other body for grant aid for this project? Yes/No. If yes please give details:

Name of organisation applied to	Amount applied for	Date of Application	Amount Received

If you have received any other sources of funding in the past year, not specified above, please give details:

.....  
 .....  
 .....

**D. Previous Applications**

Has your organisation previously applied for a grant from this Town Council? If YES, please give details of the project and the date and amount of grant received if any. Was the project as described completed?

.....  
 .....  
 .....

**E. Additional Information**

Are there any other comments you wish to make to support this application? Please give this information below, or attach a separate sheet:

.....  
 .....  
 .....  
 .....

**F. Financial Statement**

All applications should be accompanied by the following financial information: **If you do not supply this information your application will not be considered unless previously agreed by the Council.**

- A copy of your latest approved statement of income and expenditure or other financial report which indicates your financial position, or
- Photocopy of bank statements covering the past six months
- A statement of your capital assets, if any

**If you are unable to supply this information, please contact the Town Council for advice before submitting this application**

Signed:.....

Date: .....

Please return to the Town Clerk, Reepham Town Council, Town Hall, Church Street, Reepham, Norfolk, NR10 4RN.

All applications will be considered by Council at the next Town Council meeting following receipt of application, (subject to the application being received 10 days before the date of the next meeting, otherwise it will be considered at the following meeting) Grant payments will be sent to the named contact above.

If you have any queries, please contact the Town Clerk on 01603 873355 or email clerk@reephamtowncouncil.org.uk

<b>FOR OFFICE USE ONLY</b>
Date received:.....
Grant awarded:.....
Amount:.....