



GRANT FUNDING SCHEME APPLICATION FORM

Contact Details

1.	Name of your organisation	
2.	Primary contact name	
3.	Primary contact telephone number	
4.	Primary contact address	
5.	Primary contact email address	
6.	Position within the organisation	

Financial Background

7.	Please state the nature of your organisation (circle those that apply) and include a copy of the minutes of your latest AGM.	Voluntary organisation Sports Organisation Not for Profit Organisation Welfare Organisation Cultural Organisation Other (please specify).....
8.	Organisation Address	
9.	Registered charity number if applicable	
10.	What year was your organisation formed?	
11.	Please describe the main activities of your organisation and any services you provide to the community	
12.	How many committee members/paid staff/volunteers are involved in the running of your organisation?	
13.	Does your organisation have a registered bank account in its name?	

14.	What is your organisations average yearly income?	
15.	What is your organisations average yearly outgoings?	
16.	Have you applied for a grant from Witham Town Council in the past? If so when and how much?	

Project Details

17.	Project title	
18.	Project location	
19.	Anticipated start and finish date	
20.	Description of project	
21.	What evidence do you have that this project is needed by the local community?	

22.	The council prioritises applications that meet one or more of the criteria detailed in the accompanying policy. Please explain all those you meet and why?	
23.	If the project reaches fruition what will the benefit be to the local community?	
24.	How will you ensure sustainability of the project?	

25.	How will you measure success?	
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Funding Specifics

26.	What is the total project cost?	
27.	Please state the total amount of grant required from Witham Town Council	
28.	Please break down exactly how this will be spent and include 2 quotes supporting this breakdown and showing best value.	

29.	How much has been raised so far for this project?	
30.	Please detail any funding that will be given 'in kind'	
31.	Please give details of how the balance of funding required will be sourced	
32.	How many people will benefit from this funding being given, both directly and indirectly	

Public Engagement

33.	How do you publicise the services you offer?	
34.	How will you make sure that your project reaches its intended targets	

Checklist of Documents to be Included

Copy of previous year's bank statements	
Copy of two quotes	
Copy of bank details on headed paper	
Completed and signed application form	
Copy of latest AGM minutes	
Any blank sheets used to expand on answers	