



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<br>Sports Organisation<br>Not for Profit Organisation<br>Welfare Organisation<br>Cultural Organisation<br>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? |  |
|-----|-------------------------------|--|

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 |  |