

CROWBOROUGH TOWN COUNCIL

APPLICATION FOR GRANT AID ORGANISATIONS

This form should be completed and sent with a copy of your last audited accounts or financial statement to the Clerk, Crowborough Town Council, Town Hall, The Broadway, Crowborough, TN6 1DA before 30th September.

1. Name of Applicant Organisation
- a) Year of formation
- b) Objectives
-
-
- c) Current Membership
-

2. Person Responsible
- Address
- Daytime Tel. No.
-

3. Describe the purpose for which Grant Aid is being sought *
-

4. Total anticipated cost of project and how this will be achieved *
-

5. Amount of Grant asked for
-

6. If you have applied to any other source for financial help please give details *
-

I hereby certify that to the best of my knowledge and belief the above information is correct.

Date

Signed

*Use separate sheet if necessary

Gra/Org

POLICY

Crowborough Town Council will consider applications for financial assistance from organisations serving Crowborough intending to embark upon a specific project.

The Town Council will not normally provide grants to plug perceived gaps in the provision of community services that are the responsibility of other Authorities.

Applications, complete with supporting documentation are to be forwarded to the Town Clerk prior to the 30th September for consideration.

The Town Council will require the following information:

1. The latest financial Statement of the organisation seeking assistance.
2. A comprehensive description of the purpose for which grant aid is sought.
3. The total cost of the project.
4. The amount of grant sought from the Council.
5. Details of applications to other sources.
6. A Statement indicating the way in which the project will be totally funded.

The Town Council will make annual provision for grant aid such provision to be determined prior to the financial year during which grants may be paid. Unused provision will not be carried forward to the next year.

ADDITIONAL INFORMATION

Where a grant exceeds £1,999, the Town Council is required by statute to obtain evidence from the Grantee that the grant has been spent in accordance with the description of the project given at the time of application (question 3).

The Council will not consider any application unless all questions have been answered and the required information supplied at the time of application.

March 2008