



EAST COWES TOWN COUNCIL

Grant Application Form

Please complete this form as clearly as possible. You may continue onto additional sheets if necessary, but please indicate where you are doing so and ensure they are securely fastened to this form on submission. Please ensure you read the “Grants Policy Application and Guidelines Document” attached to this application form.

A. Applicant Details

A1. Name of Club/Organisation

Please give the name of your organisation as it appears on your constitution or set of rules.

A2. Name of Contact

This should be the main contact in respect of this application.

A3. Address

This should be the address of the organisation or the main address for correspondence.

A4. Additional Contact Details

Please provide daytime contact details and an email address for your organisation.

A5. Club/Organisation Description

Briefly describe your organisation’s activities. Please include your aims and objectives and tell us how long your club/organisation has been in existence.

B. Grant Details

B1. Description

Please briefly describe the project, scheme or service for which this grant is intended.

B2. Grant Beneficiaries

Please indicate which sections of the community do/will benefit from your project.

C Funding Details

C1. Total Cost

Please use the table below to provide an itemised breakdown of the expenditure for which this grant is being applied for. This must include evidence (i.e. suppliers' estimates or price lists) of the likely cost of all items of expenditure, e.g. goods, labour or facilities. (please continue on a separate sheet if necessary)

Item	Cost

C2. Additional Funding (Match Funding)

Please give details (including amounts and dates) of all other sources of funding you have secured for that this grant is going towards. This may include funding received from other bodies applied to for grant aid, own funds that will be contributed towards the project and contributions in kind received for this purpose.

Organisation/Funding Body	Amount

C3. Previous Applications

If your organisation has previously applied for a grant from East Cowes Town Council, please provide details of the grant and what it was used for.

D. Additional Information

D1. Additional Information

Please use this section to provide us with any further information you feel is important to the consideration of your claim.

D2. Checklist

In order to consider your claim for a small grant the following materials must be submitted to East Cowes Town Council with this completed form:

- 1 A copy of your club/organisation’s constitution or set of rules**
- 2 A copy of your bank statement and last 6 months accounts**
- 3 A copy of any quotations as specified in section C1 – Total Cost**
- 4 Evidence of any other grant you have secured for this project**
- 5 Please ensure you complete the declaration below**

E. Declaration

I certify that, to the best of my knowledge, all the information I have given in this application is correct and understand that any grant awarded and used for any other purpose than that detailed in this application or unused within 6 months must be returned in full to East Cowes Town Council as set out in the Application Guidelines.

I also understand that this information may be made available for public view, in accordance with statutory requirements.

Signed: **Date of Application**.....

Name: (in capitals)

Position in Club/Organisation:

Please return completed forms to:

Town Clerk
EAST COWES TOWN COUNCIL
Town Hall, York Avenue
East Cowes
Isle of Wight
PO30 6RU

Email: Clerk@eastcowestowncouncil.co.uk