



# Neston Town Council Grant Application Form

**Project Title:**

**Organisation Name:**

Applicant Name:

Address:

Telephone:

Mobile:

Email:

**Bank Details:**

Does your organisation have a named bank account with two signatories?

**Yes**

**No**

**Registration Details:**

Please provide details (including registration numbers) if your organisation is registered with Companies House and/or is a registered charity, charitable incorporated organisation, or community interest company

Proposed Start Date:

Proposed End Date:

**Please describe your organisation, and the background to your project. How has the need for the project been identified and evaluated? (Maximum 300 words)**

**Please describe the project and how it will be delivered. Please include a timeline for the delivery of the project. (Maximum 300 words)**

**How will the project benefit the residents of Neston? Which group or groups of residents will benefit? If possible, identify the numbers of people who will benefit (maximum 200 words)**

**How will the benefits of the project to residents be measured and evaluated? (maximum 200 words)**

**What will be the long-term sustainable legacy of the project? (maximum 200 words)**

## Estimated Cost of Project

Description	Materials (£)	Labour (£)	VAT (£)	Total (£)
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**Sub-totals (£)**

**Total cost of project (£)**

**Other funding and in-kind contributions. Please give details below of how the value of any in-kind labour has been calculated**

Organisation	Funding (£)	Materials (£)	Labour (£)	Total (£)
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**Total secured funding and in-kind contributions (£)**

**Please explain how you have calculated the value of value of in-kind labour**

**Total Grant Applied for (£)**

## Categories

Town Councils have to adhere to government rules on appropriate expenditure. The following incorporates a range of permitted areas. Please note that the list is neither comprehensive nor exhaustive. If your project does not cover one of these areas, please seek advice from the Town Clerk.

Please tick as many of the following that apply:

**Entertainment and the Arts**

**Recreation**

**Events and Tourism**

**Environment and open spaces**

**Voluntary Bodies**

**Advice and Assistance Agencies**

**Other (please give details)**

## Checklist

Please provide the following with your application:

Latest annual accounts

Copies of written estimates or catalogue pages (if applicable)

Child Protection and/or Vulnerable Adults policies (if applicable)

**If you are unable to provide these please tell us why:**

## Declaration

1. I have read Neston Town Council's Grants Policy and Funding Agreement.
2. I am authorised to make the application of behalf of the above organisation and have secured any necessary permission to undertake this project.
3. I certify that the information contained in this application is correct.
4. If the information in the application changes in any way I will inform Neston Town Council.
5. I understand that information provided within this application (excluding contact details and signatures) will be in the public domain.

<b>Name:</b>	
<b>Position in organisation:</b>	
<b>Signed:</b>	
<b>Date:</b>	

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**Please send your completed application to:**

Mrs A Kunaj,  
Town Clerk,  
Neston Town Hall,  
High Street,  
Neston, CH64 9TR.

*Grant applications should only be made when the applying organisation is unable to fully fund the project or purchase from their own resources*

*Please note that all grant applications must be received by either 31st May for consideration at the June grants meeting or 15th November for consideration at the November/December grants meeting. Late applications will not be considered.*

**FOR NESTON TOWN COUNCIL USE ONLY**

<b>Project Reference:</b>	
<b>Date Received:</b>	
<b>Date of meeting for consideration:</b>	
<b>Further information required:</b>	
<b>Contributions:</b>	£
<b>Match Funding:</b>	£
<b>Grant awarded:</b>	£

%