

## FILLING IN THE GRANT APPLICATION FORM



### Page 1

**Applicant's name:** this should be the contact person within your organisation who can discuss the application and answer any questions.

**Proposed start and finish dates:** please be as precise as possible. Neston Town Council will not fund retrospective applications.

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#### **Describing your organisation, background to your project and the identification/evaluation of need:**

Tell us about your organisation (not just the project). We need a brief description of who you are, what you do and who you work with (ie the people you use your organisation).

Tell us about the background to your project. How do you know that this project is needed? Please ensure that you tell us how you went about evaluating the need.

#### **Description of the project, delivery and timeline:**

Tell us about your project. We need to understand what it is you are planning to do.

How does your organisation plan to deliver this project? How many people will be involved in delivering the project and what will they do?

Please include a timeline for the project delivery. From start date to completion date, tell us how the project will progress.

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#### **Benefit to Neston residents:**

We want to ensure that grant money is used to the maximum benefit of the local community. Tell us about the people who will benefit from your project (include numbers if possible). What benefits will result from the delivery of your project?

**Project evaluation:**

How will you know if your project has been a success? What will you do to measure the impact of your project? How will you evaluate the information you collect? Will you use this evaluation to inform future planning?

**Long-term sustainable legacy:**

If you receive grant funding from Neston Town Council, what will happen after the funding ends? Will the project continue? If so, what steps do you intend to take to ensure that your project continues once Neston Town Council funding has ended?

**Page 4****Estimated cost of project:**

This should be the whole cost of the project and not just the amount you are asking for.

**Funding and in-kind contributions:**

Explain what funding has been secured already and detail in-kind contributions. Please note that it is essential that you explain how you have calculated the value of in-kind labour.

Once completed, please sign the declaration. Please note that the form needs to be printed and signed – electronic signatures will not be accepted. Ensure you have attached the documents requested (see checklist – page 5) and return to:

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