



CARLTON COLVILLE TOWN COUNCIL

CRITERIA FOR AWARDING A GRANT

Each year Carlton Colville Town Council awards grants of money to charities and voluntary organisations that contribute to the well-being of Carlton Colville or promote the image of the Town.

Funds available are limited. Therefore, however well deserving, County and National charities and organisations are unlikely to receive grants unless they can demonstrate that any funds granted would directly benefit Carlton Colville and its inhabitants.

Grants are awarded by the Town Council at its July meeting. Applications for those awards should be received by the Town Clerk by 31st May each year.

In support of their applications, charities and voluntary organisations **MUST**

- **include a copy of their latest statement of accounts;**
- **explain how any grant will be used.**
- **include the following sentence in any publicity (and send a copy to the**
- **Town Council) "*Financially aided by Carlton Colville Town Council*"**

When deciding the allocation of grants, the Carlton Colville Town Council will

- **First, decide whether the charity or voluntary organisation is eligible as outlined in the first two paragraphs above;**
- **Second, decide whether the supporting explanations about the charity or voluntary organisation's finances, and the purpose to which the grant would be put are adequate;**
- **Third, allocate such funds as may be decided and are available between the eligible applicants.**

Unsuccessful applicants will be notified.

Applicants are welcome to attend the Town Council meeting and are advised to check the website for dates/times



CARLTON COLVILLE TOWN COUNCIL APPLICATION FOR A GRANT

Before completing this form, please read carefully the attached document entitled *Criteria for Awarding a Grant*.

Copies of this form together with the **latest copy of your audited or examined accounts** must be submitted by **31st May**.

If you have any queries on the completion of this form please contact the Town Clerk, Carlton Colville Town Council.

DETAILS OF YOUR ORGANISATION

Name of Organisation _____

Address _____

Registered Charity No. (If Applicable) _____

If you are part of a larger organisation, enters its name _____

Principal aims and activities _____

No. of volunteers _____ No. of paid workers _____

DETAILS OF GRANT REQUESTED

Explain your need for a grant with the likely number of beneficiaries and their age profiles _____

Grant Requested £ _____

BANK ACCOUNT DETAILS FOR GRANT TRANSFER *(Should application be successful)*

Account Name: _____

Account Number: _____ Sort Code: _____

Reference Number: (If Applicable) _____

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APPLICATION FOR A GRANT

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DETAILS OF OTHER GRANTS

Received in the last 5 years _____

currently applied for _____

Use this space for any significant information about your organisation not already supplied

I certify that the foregoing replies are accurate to the best of my knowledge

Signature of applicant _____

Office Held _____

Date _____

I endorse and support this application

Signature of Senior Person in Organisation _____

Office Held _____

Date _____

