

PORTHCAWL TOWN COUNCIL



FINANCIAL ASSISTANCE APPLICATION FORM

(Please complete in BLOCK CAPITALS)

Applicant (Name of Organisation)	
Are you a local organisation? (located within the boundary of Porthcawl) Yes <input type="checkbox"/> No <input type="checkbox"/>	
Registered Charity Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reg. No.	
CONTACT DETAILS	
Name	
Address	
Post Code	Telephone No.
Email	
Position in the Organisation i.e. Chairman, Treasurer, Secretary	
Grant Applied for	<input type="checkbox"/> Small Grant (£1000 or Under) <input type="checkbox"/> Large Grant (Over £1000)
Is the grant for use in a local event? (located within the boundary of Porthcawl)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Amount applied for	(please state specific amount)

For Office Use Only:	
Date Received –	_____
Minute Number –	_____
Decision Taken –	_____
Confirmation Received –	_____

Please read the notes contained within the Town Council's Information Package before completing your Application. If you are uncertain about any of the questions on the form please contact the Town Clerk at the Town Council Offices on 01656 782215.

Applicants are advised that this form and the information contained in it will be included as part of the Town Council's public records.

Aims of the organisation

Purpose of the Grant

Briefly describe how will you be funding the running costs of your project/organisation in future years?

How many people from Porthcawl will benefit if you are awarded this Financial Assistance?

Has your organisation previously applied for a Town Council Grant?

Yes No

If yes, please provide details:

When applied?	
Grant Awarded?	Yes <input type="checkbox"/> No <input type="checkbox"/>
How much was awarded?	

Has a Grant Application been made to any other Body or Organisation for the above purpose?

Yes No

If yes, please provide details (please continue on separate sheet if necessary):

Name of Grant?	Name of Grant?
When applied?	When applied?
Grant Awarded? Yes <input type="checkbox"/> No <input type="checkbox"/>	Grant Awarded? Yes <input type="checkbox"/> No <input type="checkbox"/>
How much was awarded?	How much was awarded?

What additional fundraising events or activities will you be holding this year?
Are you or any of your members related or connected in any way to any member/officer of the Porthcawl Town Council?
Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please give name and relationship :

FINANCIAL
Please enclose your latest audited accounts and/or business Business Plan if a new organisation and other information as follows:
1. INCOME AND EXPENDITURE ACCOUNT Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
2. BUSINESS PLAN Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
3. PROOF OF BANK ACCOUNT Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
4. BALANCE SHEET Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
5. CLUB/ORGANISATION CONSTITUTION OR RULES Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
If you have answered NO to any of the above please give details:
6. IF YOUR ORGANISATION REGISTERED FOR VAT? Yes <input type="checkbox"/> No <input type="checkbox"/>
7. ARE YOU A PROFIT MAKING ORGANISATION? Yes <input type="checkbox"/> No <input type="checkbox"/>
I certify that the above information is true to the best of my knowledge and belief, and that I am authorised to make this application for Grant Aid.
I confirm that I have read the Town Council Information Package and agree to comply with its content. By signing here you agree to Porthcawl Town Council using your personal data in accordance with our Privacy Notice. Copies of the Notice can be viewed in the Town Council Office, or online at www.porthcawltowncouncil.co.uk
Signature of Applicant
Date
Please return your completed application form to :
The Town Clerk, Porthcawl Town Council 24 Victoria Avenue Porthcawl CF36 3HG
<i>If you are submitting an application for a Large Project (over £1,000) please complete the additional section overleaf.</i>

LARGE GRANTS ONLY

(over £1000)

If you are applying for a grant over £1,000 please complete this section of the Application Form.

Please state the total amount the project/event will cost (including estimates):				
Please indicate the amount of grant required from Porthcawl Town Council:				
Please specify how the remainder of the money will be found should you receive a grant from Porthcawl Town Council:				
Have you applied to any other organisations for grant aid for this purpose?				
Yes <input type="checkbox"/> No <input type="checkbox"/>				
If Yes, please give details.				
To Whom Applied	Date Applied	Amount Requested	Amount Received	Date Received
(Please continue on a separate sheet if necessary.)				
How will you be funding the running costs of your project/organisation in future years? Please be specific (continue on a separate sheet if necessary).				
What date do you expect the event/project to start and finish?				
Start				
Finish				
If your grant application is successful what date do you expect to drawn down the grant money?				
Date				