



Okehampton Town Council

SMALL GRANT APPLICATION FORM (£500 maximum)

About your Group or Organisation

*delete as required

Name of group/organisation/charity*:

Registered Charity Number (if applicable):

Registered address:

Contact name and address (if different):

Email:

Telephone/mobile*

Contact's role within organisation:

Please indicate how you would prefer to be paid, if successful:

- By Cheque payable to:

- By BACS: Bank Name:

Account Name:

Account No:

Sort Code:

Would you like a cheque to be presented to the organisation by the Town Mayor, if a suitable date can be arranged? If yes, please provide the relevant contact details:

Please give brief details of:

1. The principal role of the organisation:

2. Total membership:

Local Involvement

1. How does the organisation benefit the community?

2. Of the total membership, approximately how many reside in:
 - a. Okehampton?
 - b. Okehampton Hamlets?

3. Average number of members attending each meeting?

4. Number of meetings per year?

About the Grant

1. Please state what the grant will be used for and how it will benefit Okehampton residents?

2. Please supply full costings of project, equipment or activity or supply source for estimates. (please use a separate sheet if you require further space to answer)

3. a. What is the amount of grant requested? £

- b. Are you contributing matched funding for the project YES/NO*

- c. Are you applying for or have you received grants or funds from other sources? YES/NO*

- d. Is your organisation running fund-raising activities for this project? YES/NO*

4. When do you anticipate the money will be spent (date)

Please note the feedback form to be completed 8 weeks after the completion of the project or, in any event, within 12 months of receipt of the grant. Future applications will only be considered if feedback for previously awarded grants has been received.

Certificate

I have read the guidance for grant applications. I understand that grants are only available to organisations operating locally for the benefit of Okehampton and that I have answered all questions to the best of my knowledge and on behalf of the organisation.

Signature of applicant dated

The information that you provide will be held by Okehampton Town Council and used for the purpose of the administration of this request. We will keep the information for the period of time as set out in the Council's Documentation Retention Policy. The information will be held securely and not be disclosed to anyone or used for any other purpose without your permission. On expiration of the retention period the information will be destroyed in a secure manner. Policies about how the Council will protect your privacy are available at www.okehampton.gov.uk/documents or by contacting the Council on 01837 53179.