

# GRANT APPLICATION FORM



Okehampton Town Council

## About your Group or Organisation

Name of group/organisation/charity:

.....

Registered Charity Number (if applicable):.....

Registered address: .....

.....

Contact name and address (if different): .....

.....

Email: ..... Phone/mobile: .....

Contact's role within organisation: .....

Please give brief details of the principal role of the organisation: .....

.....

.....

Are you, or your organisation, the organiser of the event/activity? Yes / No

Third-party applications through any 'parent' organisations will not be accepted.

Do you as the applicant, or any of the organisers of the event/activity, have a close connection with anyone who would directly benefit financially from award of the grant? Yes / No

If yes, please provide details of the connection and how they would benefit: .....

.....

## Local Involvement

How does the organisation benefit the community of Okehampton? .....

.....

.....

How many people in total use your organisation? ...

.....

Of the total number of beneficiaries, approximately how many reside in:

- a) Okehampton? .....
- b) Okehampton Hamlets? .....

Average number of Okehampton beneficiaries attending each meeting/activity? .....

Number of meetings/activities per year? .....

**About the Grant**

Please state what the grant will be used for and how it will directly benefit Okehampton town residents, details of event/activity location and dates should be included.

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The wider Okehampton area and newer housing developments mainly fall within the area of Okehampton Hamlets Parish Council (OHPC) and not that of the Town Council. Where the event/activity is expected to benefit residents of OHPC as well as the town, please indicate the approximate proportion for each parish area (%) provide details of how you came to this conclusion.

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Please supply full costings of the project, equipment or activity: .....

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

Are you contributing matched funding? .....

Please give details of any other grant applications, made elsewhere, for the event/activity:

Organisation	Amount	Outcome if known

Is your organisation running fundraising activities for this project? .....

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

**Check List:**

- You are applying on behalf of a voluntary group, not-for-profit organisation or charity? YES/NO
- Your project/activity will directly benefit the residents of Okehampton? YES/NO
- Copies most recent accounts/budget/governing document enclosed YES/NO
- Is your application retrospective? YES/NO
- Have you received or been awarded a Town Council grant within this financial year? YES/NO
- Have you completed and submitted a feedback form or report for any previously awarded grant? YES/NO

All applications must include:

- a statement of accounts for the most recent accounting year
- a copy of the governing document
- a copy of the current year’s budget
- costings if applying for a specific project
- confirmation that other funding has been/will be applied for

Additionally, grant applications of over £500 must be accompanied by a letter, describing:

- the reason for the application
- the amount requested
- the benefit to Okehampton Town residents
- where there is a wider area of benefit, details of how many Okehampton Town residents will benefit.

**Payment details, if successful**

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

- By Cheque payable to: .....
- By BACS: Bank Name:.....  
Account Name: .....  
Account Number:..... Sort Code: .....

If your application is successful, the Town Mayor would like to hold a Grant Presentation Ceremony at a date to be agreed. Please indicate below any relevant contact details if different to those above: .....

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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](http://www.okehampton.gov.uk/documents) or by contacting the Council on 01837 53179.