



Okehampton Town Council

About your Business

Business Name:

Business address:
.....
.....

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

Email: Phone/mobile:

Contact’s role within business:

Please give brief details of the nature of the business and service provided:
.....
.....

Are you the owner of the premises? Yes / No

If not, do you have the Landlord’s permission to undertake the work? Yes / No

Please provide evidence of permission or reasons as to why permission is not required:
.....
.....
.....

Is planning consent required/been obtained? Yes / No

Please provide details?
.....
.....
.....

In the interests of transparency, please confirm if you have any personal links with anyone who would directly benefit financially from any grant awarded? Yes / No

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

About the Grant

What is the amount of grant requested? £

What is the total cost of the project? £

Match-funding of a minimum of 25% of the project cost is required. Please provide details of the amount that is being contributed and its origin: £.....

.....

Please detail what the grant will be used for:

.....

.....

.....

.....

.....

Please supply full costings of the project:

Material/Hire/Equipment/Contractor	Supplier/Contractors Location	Cost

When do you anticipate the project will be complete (date)?

Check List:

- Have all parts of the form been completed? YES/NO
- Have you provided a photograph/s of the relevant area? YES/NO
- If required, do you have the permission of the Landlord YES/NO
- If required, do you have the planning consent 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

Payment details, if successful

If successful payment can be claimed on completion of the work. Claim for funding must be accompanied by photographs and receipts/invoices.

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 may 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:

.....
.....

Information provided may be shared with WDBC who have provided funding for this initiative and require confirmation that it has been spent in accordance with their requirements.

I have read the guidance for grant applications. I understand that grants are only available to town centre businesses and that I have answered all questions to the best of my knowledge and on behalf of the business.

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.