



Application for Grant Aid

Notes of Guidance for organisations and individuals applying for Grant Aid

These notes should be read prior to completing a 'Grant Aid application form', and in conjunction with the 'Town Council's Grant Aid Policy'.

The intention is not only to assist the applicant but also to assist the Finance & General Purposes Committee in their decision-making process.

1. As Grant Aid funding is limited it is important that applicants can provide evidence of the following;
 - a) That the project will primarily benefit the residents of Didcot, and/or the town itself.
 - b) Any self-funding the applicant has done or intends to do in support of their project.
 - c) Details of any applications made to other organisation for funding towards the project.
2. A presentation to the Finance and General Purposes Committee of 5 mins duration (max) would also assist any application prior to a decision being reached.
3. If the application is successful it is conditional upon a written project report being provided within four months of the grant award. Where the project has not been completed within four months, an interim report detailing the progress of the project should be submitted. Reports must provide a financial breakdown of the project and indicate key achievements.

Didcot Town Council looks forward to receiving your completed grant application.



Application for Grant Aid

All applicants are advised to read the Town Council's Notes of Guidance and Grant Aid Policy prior to completing this form

1. ORGANISATION REPRESENTED BY THE APPLICANT

(NB: This will be the name the payment is made to should an award be agreed)

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2. CONTACT DETAILS

NAME:

ADDRESS:

POSTCODE:

E-MAIL:

3. PROJECT TITLE:

.....

4. AIMS AND OBJECTIVES OF THE PROJECT:

5. TOTAL COST OF THE PROJECT:

£

6.	WHAT COSTS ARE YOU APPLYING FOR?	FROM DIDCOT TOWN COUNCIL (See para 3.2 of the Grant Aid Policy)	OVERALL
	CAPITAL:	£	£
	EXPENDITURE:	£	£

7. HOW WILL ANY SHORTFALL BE MET?

.....

.....

8. OTHER SOURCES OF FUNDING APPLIED FOR/RECEIVED:

DISTRICT: £

COUNTY: £

CHARITABLE: £

FUND RAISING: £

OTHER SOURCE: £

9. APPLICATION CHECK LIST:

- | | |
|--|--|
| <input type="checkbox"/> A detailed description of what the Grant Aid will support and identifying how this will primarily benefit the residents of Didcot | <input type="checkbox"/> The most recent income and expenditure account or in the case of a new venture/initiative, a fully costed current plan with financial information |
| <input type="checkbox"/> A chart showing the roles individuals take in the organisation as positions of responsibility | <input type="checkbox"/> Details of any additional funding secured or applied for, as well as any fundraising carried out |
| <input type="checkbox"/> Constitution or rules of the organisation | <input type="checkbox"/> It is confirmed that if a grant is awarded, a written report will be provided within four months of the award date. |

Signed: **Date:**

Name and Position in the Organisation:

All Grant Aid applications are considered by the Finance and General Purposes Committee. The Committee welcomes applicants at its meeting so Councillors can hear about the project.

PAYMENT DETAILS

Please supply the bank account details that, if successful, the grant aid funding would be paid into by BACS:

Account Name:

(this should be the name of the organisation)

.....

Account Number:

.....

Sort Code:

.....

Email Address (for remittance advice):

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Authorised Signature:

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Print Name:

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Date:

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Please note:

*The **Payment Details** will only be used by Didcot Town Council and for security bank details and signatures will be removed from the application before circulation to councillors*