



COWES TOWN COUNCIL GRANT APPLICATION FORM

Cowes Town Council welcomes grant applications from the local community and sets aside an amount for this purpose each year in its budget.

If you have any questions please contact the Town Clerk or Assistant Town Clerk at Cowes Town Council, Northwood House, Ward Avenue, Cowes PO31 8AZ. Telephone: 01983 209022. Or Email: townclerk@cowestowncouncil.org.uk

Who Can Apply

We support local voluntary, social and community organisations with small grants whose aim is to help improve the local Cowes community. Applications can be for full or part funding of an event, project, activity or item(s).

We are unable to support any individuals or commercial businesses.

How to Apply

- Complete an application form and send to the Town Clerk (details as above).
- In your application form you will need to tell us what the grant will be spent on and how this will benefit the local community of Cowes.
- In addition to the application form we require further information about your organisation which should include:
 - Length of time your organisation has been established
 - Full details of your organisation including your objectives
 - The value of your organisation to the community of Cowes
 - How will you ensure the stability of your organisation
 - What plans do you have for future growth and expansion
 - What are your current or future fundraising initiatives
 - Are there any financial beneficiaries of the organisation
 - Number of members and age groups involved
 - Activities that your organisation undertakes
- **Your application must be accompanied by your latest and previous two years' independently signed annual accounts (i.e. three consecutive years' accounts).** If your organisation has been running for less than 15 months we will accept a 12 month financial projection. If your organisation has been formed for a non-recurring one off event we will accept an event budget, detailing all projected income and expenditure.
- The Town Clerk may request any missing or further information following receipt of your application. Please be advised that should this be necessary, consideration of your application will be delayed.
- The application will be considered at the bi-monthly Finance, Acquisitions & Staffing Committee who will make a recommendation to the next full Town Council meeting for a decision.
- Applications should be submitted in plenty of time to allow for the above process.
- We will only consider one application from your organisation at a time.
- The Town Clerk will inform the main contact on the application form of the outcome of the application following the full Town Council decision.
- Grants will be paid by cheque and acknowledgement of receipt of the grant from your organisation will be required.
- Grants of over £2000 will require an end of grant report within 12 months of being awarded, detailing how the grant was used and how this has benefitted your organisation. Please note that only in exceptional circumstances will grants of this level be awarded.
- Finally, please ensure that all information required to consider your grant application has been included before sending to the Town Clerk.
- PLEASE NOTE THAT ONCE YOUR APPLICATION FOR GRANT HAS BEEN SUBMITTED TO COWES TOWN COUNCIL, ALL INFORMATION PROVIDED WILL BE IN THE PUBLIC DOMAIN.

ABOUT YOUR ORGANISATION

1. What is your organisation's name, address and contact details?

Organisation Name

Organisation Address

Postcode

Telephone Number

Email Address

2. What is the type and purpose of your organisation?

3. Names of Principal Officers and their posts

4. Provide a summary from your most recent accounts.

Are the figures below?

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

- Information from the latest accounts approved by your organisation
- A projection because your organisation has been running less than 15 months
- Budget costs for a non-recurring one-off event

Account Year Ending: Day / Month / Year Or Date of Event:	
Total Income for the Year / Event	
Total Expenditure for the Year / Event	
Surplus or Deficit at the Year End / Event (Total Income – Total Expenditure)	
Total Savings or Reserves at the Year End / after Event	

5. Has your organisation applied to Cowes Town Council for a grant before?

<input type="checkbox"/>
<input type="checkbox"/>

- Yes
- No

If yes, give the date and the amount awarded to you below.

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6. Who is the main contact for this application?

Name

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Position in the organisation

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ABOUT YOUR PROJECT / EVENT / ACTIVITIES

7. What project, activity, item(s) or event do you want us to fund?

8. When will your project / event / activity take place?

9. Tell us how this grant will benefit the people and community of Cowes?

10. How much will your project / event / activity cost and how much do you want from Cowes Town Council?

Item or Activity	Total (Projected) Cost	Amount Requested from Cowes Town Council
	£	£

11. If the total cost is higher than the amount requested, where do you expect the rest of the funding to come from?

FINISHING YOUR APPLICATION

You must tick all the boxes to confirm that:

- You have answered all the questions in the application form.

- You have enclosed your organisations **latest and previous two years' independently signed annual accounts (i.e. three consecutive years' accounts)**, 12 month financial projection (if your organisation has been running less than 15 months) or full event budget (if for a non-recurring one-off event).

- You understand that if you make any seriously misleading statements (whether deliberate or accidental) at any stage during the application process, or knowingly withhold any information, this could make your application invalid and you could be liable to repay any funds to us.

Please sign and date your application in the box below.

For Office Use:

- Declined (date):
- Accepted (date, grant amount, confirmation of receipt of grant):