



## LEDBURY TOWN COUNCIL

### Grant Application Form

#### 1. Your Organisation

<b>Contact Name:</b>		
<b>Position:</b>		
<b>Organisation:</b>		
<b>Contact Address:</b>		
<b>Telephone Number:</b>		
<b>E-mail:</b>		
<b>Status of Organisation:</b>		
<b>Charity/company number</b>	Charity No: (if applicable) Company No:	
<b>What geographical area does your organisation cover?</b>		
<b>How long has your organisation been in existence? (please <input checked="" type="checkbox"/>)</b>	Less than one year	
	Between one and five years	
	More than five years	
<b>What are the aims and objectives of your organisation?</b>		
<b>What are the main activities of your organisation?</b>		

## 2. Your Project/Activity

<b>Project title:</b>	
<b>Description of project</b> (please continue on a separate sheet if necessary)	
<b>Where in Ledbury will the project/activity take place?</b>	
<b>Who will benefit from the project?</b> (please tell us what groups will benefit and approximately how many people will benefit in total)	
<b>What evidence do you have of local need/demand for the proposed project/activity?</b> (This might be survey work or statistical evidence)	
<b>What support have you received for this project?</b> (Please tell us about any expressions of support you have received from outside your organisation)	
<b>How will the project be managed and how will you measure its success?</b>	
<b>Please give the timescale and key milestones for your project, including a start date and finish date.</b>	

<b>Please explain how your organisation will acknowledge Ledbury Town Council's contribution.</b>	
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**3. How you will pay for your project.**

<b>What is the total cost of the project?</b>	<b>£</b>
<b>Amount requested from Ledbury Town Council.</b>	<b>£</b>

*Please list any applications you have made for funding from other organisations.*

<b>Organisation</b>	<b>Contribution Sought (£)</b>	<b>Applied</b> (please tick as appropriate)	<b>Granted</b> (please tick as appropriate)

**4. Further information enclosed**

<b>Information</b>	<b>Enclosed</b> (please tick)
A copy of your organisation's most recent bank statement <b>(mandatory)</b>	
A copy of your constitution (or similar document showing the organisation's status) and list of appointed officers	
A copy of your organisation's committee and meeting structure	
A copy of your organisation's latest set of accounting statements (if any exist)	
Copies of any letters of support for your project	
Other (please list below):	

**5. Declaration by the applicant**

**I/we declare that, to the best of my/our belief, the information given on this application form and in any enclosed supporting document is correct.**

**I/we accept the following:**

- (i) That any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered.**
- (ii) That any grant offered will be used only for the purposes set out in this application.**
- (iii) That we will provide reports on progress at the request of the Town Council.**

**Should any grant offered not be used in accordance with the terms and conditions set by the Town Council, we undertake on behalf of the organisation to repay the outstanding amount to Ledbury Town Council on demand.**

<b>Signed:</b>	
<b>Name (s):</b>	
<b>Date:</b>	

Please return your completed form to:

Mrs K Mitchell  
Clerk to the Council  
Town Council Offices  
Church Street  
Ledbury  
Herefordshire  
HR8 1DH

E-mail: [admin@ledburytowncouncil.gov.uk](mailto:admin@ledburytowncouncil.gov.uk)