



# Bromyard & Winslow Town Council

## Grant Application Form & Regulations

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### Guidelines for Applicants

1. An applicant may only make one application for a grant in any financial year (April – March).
2. In exceptional circumstances the Town Council may choose to support an applicant for more than one year, subject to current legislation and within the term of the current Administration.
3. The applicant's aim must be non-profit making, e.g. a charity, a CIC (Community Interest Company) or a good cause.
4. The applicant's aim must be one that in some way benefits the local community.
5. The applicant must demonstrate a clear need for financial support.
6. The applicant must, where appropriate, supply evidence and supporting documentation of any other funding streams applied for in regard to this application.
7. Applications from an existing organisation must be accompanied by a trading account and balance sheet for the last financial year, including existing bank/building society accounts.
8. Individuals or organisations just starting up must submit basic financial information.
9. There is no upper or lower figure set for the amount of any grant, but generally they will be restricted to a level of £1000.00.
10. If a grant is awarded, the Town Council will expect to receive recognition of their support.
11. The applicant will receive notice of the outcome of their application within three weeks of the Council decision.
12. The Town Council will request a receipt from the applicant for any donation received.
13. An EOG (End of Grant) report will be required once the project has finished and should be completed within 12 months of the grant award, together with receipts where requested.
14. Other than in exceptional circumstances, applications for retrospective grants will not be considered.
15. When appropriate the Council may ask the applicant or a representative to be present to answer questions in relation to the application.

If you would like to apply for a grant, please complete the application form and return it to:

The Town Clerk  
Bromyard & Winslow Town Council  
The Old Vicarage Complex  
1 Rowberry St,  
Bromyard  
HR7 4DU

# BROMYARD AND WINSLOW TOWN COUNCIL

## Application Form for Financial Assistance/Grant

1. Contact Details:  
Name of applicant (for group/organisation - as written on your Constitution or set of rules)

Name of the main contact (to whom correspondence will be sent if different from above)

Title ..... First Name ..... Surname .....

Position held .....

Address for correspondence including full postcode.

Telephone: Daytime ..... Evening .....

Mobile: ..... e-mail: .....

Website Address (if applicable) .....

Is the correspondence address (tick one box only)

Your Group's Office  Your home address  Other

2. Are you a branch of a larger organisation, or a member of an umbrella body?  
If so please tell us which one.

3. What type of applicant are you (tick one box only)

Registered Charity  Registration Number .....

Exempt or Excepted Charity  
registered with the  
Inland Revenue  Registration Number .....  
in England if applicable

Community Interest Company (CIC)  Registration Number .....

Company Limited by Guarantee  Registration Number .....

Individual

Other (specify) .....

4. When was your group set up Month ..... Year .....

**Please continue on a separate sheet if appropriate**

5. What are the main activities of your group or what service do you provide? If you are an individual or a new group tell us about the activities you plan to provide.

6. How many people are involved in running your group? Put numbers in the boxes: (groups and organisations only)

Committee Members  Paid full time Staff  Paid part time staff  Volunteers

How do people join your group? .....

Do you make an annual charge/subscription? .....

How many people will take part in or benefit from a grant? .....

7. What are the age ranges of the people who will benefit?

All ages  Children  Teenagers  20-60  60 plus

8. Please give brief details as to what any grant would be used for and how your actions will benefit the residents of Bromyard & Winslow.

9. Please give a detailed breakdown of costs, which will be incurred:  
(Attach a spreadsheet if necessary)

Please give details of other sources of income towards the project:

Please give details of any fundraising proposed to help fund the payment:

Please state the amount you are seeking from the Council £.....

Please supply a copy of your Constitution/Rules, a copy of your last audited accounts and a copy of your last bank statement, or for individuals or a new organisation, a copy of your expected income & expenditure.

Signed : .....

On behalf of .....

Date : .....

# CHECK LIST

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**Please** ensure that you have enclosed all the necessary documentation to support your application.

1. Evidence of having sought financial backing from any other sources
2. Trading Account & Balance Sheet for last financial year including existing bank/building society accounts (groups and organisations only)
3. Or, for individuals or for groups/organisations having just started up, basic financial information
4. Detailed breakdown of costs
5. Details of other sources of income
6. Copy of your Constitution/Rules (groups and organisations only)
7. Separate sheet, if necessary, of additional information