



## LOCAL COUNCILLOR GRANTS FUND APPLICATION

Please answer all questions which are relevant to your organisation – failure to do so may result in a delay in the determination of your application

<b>PROJECT</b> (In no more than 25 words)		<b>GRANT AMOUNT REQUESTED</b>	<b>£</b>
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**You and Your Organisation**

**Q1 Name of organisation making application:**

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Name of contact for this application

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

Position held in the organisation: .....

Contact Address, including full postcode:

.....

.....

.....

.....Postcode: .....

Contact Telephone Number: .....

Email address: .....

**Q2 Briefly describe your organisation - including how many members/users you have, whether there is a subscription fee and the usual activities/services you provide.**

If you are a new organisation, describe the services/activities you plan to provide.

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**Q3 Please give us your bank or building society account details**

You can only apply for grant if you have a bank/building society account in the name of your organisation. We will only pay grants into an account which requires at least two people to sign each cheque or withdrawal. **These people should not be related.**

Account name: .....

Sort Code: ..... Account Number: .....

Bank/building society name: .....

Bank/building society address.....

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.....

Who are the signatories and what position do they hold in your organisation?

- 1 Name ..... Position .....
- 2 Name ..... Position .....
- 3 Name ..... Position .....

**Details of the project or activity you are planning**

**Q4 Describe the projects/activity you plan to use this grant for.**

i) Try to be specific about what you will do and how you will do it.

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ii) How many people from the Parish of Shrewsbury do you expect to benefit directly from your project or activity?

**Funding of your project**

**Q5 Required Funding**

Tell us the amount of grant requested £..... and provide a detailed breakdown as to how you have reached this figure.

<b>Expenditure</b>	
What you need to spend to carry out your project?	
	£
	£
	£
	£
	£
<b>Income</b>	
How will your project be funded?	
	£
	£
	£
	£
<b>What is the difference?</b>	<b>£</b>
This should be the same as the amount of Grant you are applying for	

**Any Other Information**

**Q6 Any other information which you consider to be relevant to your application.**

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**Declarations**

**Q7 Signature of Person Completing the Application**

*I confirm that, to the best of my knowledge and belief, all the information in this application from is true and correct. I understand that you may ask for additional information at any stage of the application process.*

Signed: ..... Date: .....

**Q8 Local Councillor Endorsement**

***This application requires Councillor endorsement before it is sent to the Town Clerk.***

I am happy for this application to be funded from my ward allocation

Councillor ..... Ward .....

Signed: ..... Date: .....

**Please return your completed application form to:**

**Town Clerk  
Shrewsbury Town Council  
Riggs Hall  
The Library  
Castle Gates  
Shrewsbury  
SY1 2AS**

**Telephone: 01743 281010**  
**Email: Helen.ball@shrewsburytowncouncil.gov.uk**