



GRANT APPLICATION

**TO BE RETURNED NO LATER THAN MIDDAY
ON 31ST OCTOBER**



Application for Grant Aid

The Council has discretionary powers to award grants to local groups or organisations for 'purposes which may bring a direct benefit to the area or any part of it for some or all the inhabitants.' To be considered for an award, applicants must answer all the questions on the application form and provide the necessary details requested.

Criteria for making Grant Aid to an Organisation

1. Any organisation, club or society that wishes to make an application for Grant Aid must submit a fully completed application form by midday on 31st October
2. The funding must be used for the benefit of residents of the Parish of Charlbury.
3. The organisation, club or society must be non-profitmaking.
4. All applications must be accompanied by the most recent annual accounts and a copy of the most recent bank statement.
5. Each application must state the names of any other organisations to which an application for Grant Aid has been submitted.
6. Receipts for all transactions that have been made with the Grant Aid must be provided to the Town Council.
7. Any grant that the Town Council offers is on the understanding that the applicant is responsible for obtaining any necessary legal permissions and the offer of the grant by the Town Council should not in any way be taken as authorisation.

Successful applications will be recorded in the minutes of the Town Council meeting and applicants notified in writing.

Does your Application meet the above Criteria?

For legal reasons applications cannot be considered from:

1. Individuals
2. Organisations which support or oppose any political party
3. Organisations that discriminate on grounds of protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, sex, race, religion and belief or sexual orientation
4. Organisations or establishments for whom central government, health authorities, county or district council are the appropriate statutory funder



Application for Grant Aid

Name of organisation	
Address of organisation	
Name	
Position in Organisation	
Tel no	
Email address	
Purpose for which grant is required (please give as much detail about the project as possible and use a separate sheet if required)	
Total cost of the project	£
Amount of grant aid applied for	£
How will the grant be spent (please give costing details)?	
Who will benefit from the project? How will they benefit?	

Please give details of any other grant applications that have been applied for in relation to this project

Applied to	Date of application	Amount £



Declaration

1. We have read the criteria for making Grant Aid to organisations
2. We have provided a copy of the most recent annual accounts
3. We have provided a copy of our most recent bank statement
4. We agree to provide copies to the Town Council of all receipts for transactions that have been made with the Grant Aid
5. In any publicity that is given to our project, we agree to acknowledge the contribution that has been made by Charlbury Town Council

Signed on behalf of (organisation) _____

Chair/Vice Chair _____ Date _____

Secretary _____ Date _____

When completed, please return form to:

Lisa Wilkinson, Clerk to Charlbury Town Council

clerk@charlbury-tc.gov.uk

The Corner House, Market Street, Charlbury, OX7 3PN

N.B. Return no later than midday 31st October.

Returns after this time will not be considered.