



## BARTON UPON HUMBER TOWN COUNCIL

### Grant Application Form

*It is advised that before completing the application form applicants read the guidelines for Town grant scheme. These are available on the town council website and upon request from the Town Council, who can be contacted via email at [info@bartonuponhumbertowncouncil.gov.uk](mailto:info@bartonuponhumbertowncouncil.gov.uk) or telephone on 01652 633598*

**Name and address of the organisation:**

**Telephone Number:**

**Email Address:**

**Website Address:**

**Charity Number:**

**Grant amount requested**

£

**Would your organisation be able to complete the planned project if a reduced amount of funding was offered by the Council? – please answer yes or no.**

**Purpose of the grant:**

**Describe the projects aims, ambitions and how the community will benefit from the grant:**

**Give details of any community support you receive:**

**Provide details of how you raise money yourselves:**

Please enclose a copy of your latest accounts which must be signed by someone with proven financial ability, although they do not have to be professionally audited.

<b>Accounts for the year</b>	<b>From</b>	<b>To</b>

<b>Total income</b>	£
<b>Total expenditure</b>	£
<b>Income less expenditure</b>	£
<b>Savings (reserves, investments, cash etc)</b>	£

**If you do have savings what are these intended to be used for?**

If you are a new organisation with no bank accounts then please submit a cash flow forecast for the coming year with a recent bank statement.

<b>Sign</b>	
<b>Print</b>	
<b>Position</b>	
<b>Date</b>	

**Bank Account details** *please notes successful applications will be paid into the account details provided below*

<b>Name of payee organisation</b>	
<b>Account Number</b>	
<b>Sort Code</b>	

**Checklist for completed applications**

Please Tick

<b>Completed and signed application form</b>	
<b>Latest Audited Annual Accounts or cash flow forecast (new organisations only)</b>	
<b>Constitution or set of rules</b>	
<b>Evidence to support applications such as quotes and estimates</b>	
<b>Payment details provided</b>	
<b>Please confirm that you agree to the following:</b> The grant applied for must be spent on the items listed in the grant application. Clear and precise records must be kept of how the money is spent, including invoices where appropriate. The Council may request to see these records at any time. If	

evidence of the money being spent as set out in the grant application cannot be supplied then the grant may need to be returned to the Town Council, it may also impact on future grants from the Council.	
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Once the application form is been completed please forward it with supporting documents to:

Barton Upon Humber Town Council  
The Assembly Rooms  
Queen Street  
Barton upon Humber  
DN18 5QP

Or email it to [info@bartonuponhumbertowncouncil.gov.uk](mailto:info@bartonuponhumbertowncouncil.gov.uk)