



BARTON UPON HUMBER TOWN COUNCIL

Grant Application Form VE VJ Events

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 or telephone on 01652 633598

Name and address of the organisation:

Telephone Number:

Email Address:

Website Address:

Charity Number:

Grant amount requested – Up to £100

£

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 event 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 total costs for the event

Accounts for the year N/A	From N/A	To N/A
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Total income	£N/A
Total expenditure	£N/A
Income less expenditure	£N/A
Savings (reserves, investments, cash etc)	£N/A

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.

Sign	
Print	
Position	
Date	

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

Name of payee organisation	
Account Number	
Sort Code	

Checklist for completed applications

Please Tick

Completed and signed application form	
Latest Audited Annual Accounts or cash flow forecast (new organisations only)	N/A
Constitution or set of rules	N/A
Evidence to support applications such as quotes and estimates	
Payment details provided	
Please confirm that you agree to the following: 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