



## OTTERY ST MARY TOWN COUNCIL COMMUNITY GRANT APPLICATION FORM

**APPLICANTS MUST READ THE COMMUNITY GRANTS POLICY BEFORE COMPLETING THE APPLICATION FORM**

### 1. CONTACT DETAILS OF YOUR ORGANISATION

Full name of the Organisation:							
Date organisation was established:		Contact Details:					
Type of organisation (tick one box):		Title:	Mr	Mrs	Miss	Ms	Other
Registered Charity	<input type="checkbox"/>	Un-registered Charity	<input type="checkbox"/>	Full Name			
Society	<input type="checkbox"/>	Community Interest Co.	<input type="checkbox"/>				
Community Group/Club	<input type="checkbox"/>		<input type="checkbox"/>	Position in the organisation:			
Company or Charity? Please provide the Registration Number:							
Other		Telephone Contact Details:					
		Home					
		Mobile					
Work							
Official Address of the organisation:				Contacts Address:			
Postcode:				Postcode:			
<b>E-mail Address</b>							

### 2. DETAILS ABOUT YOUR ORGANISATION

Please describe in brief, what your organisation does and how it functions. (what are its aims, objectives and structure/membership requirements & numbers/achievements to date) <b>Please attach a copy of your constitution/terms of reference/operating document &amp; note whether information about the organisation is available to the public.</b>		
What does your organisation do within the community? How is it part of Ottery St Mary ('the Parish')?		
Number of members	Number of adult members	Number of junior members
Membership fees/subscriptions charged		
Please provide details of any property that your organisation owns.		
Have you received a grant from Ottery St Mary Town Council in the past? <b>YES/ NO</b>		



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If YES then please provide the following information	
Year the most recent grant was received.	Amount received £
If you have received a previous grant please provide details about how that grant was used. This will inform decision making for this year. The Council may ask for supporting evidence.	
<b>Please provide financial details about your organisation. (Estimated annual turnover of your organisation/how much do you raise/how do you spend your money). Please attach a copy of your latest audited annual financial accounts or accounts that have been independently examined by a suitably qualified person for the previous financial year . If you do not have audited accounts we will require a copy of your latest bank statement together with a list of income and expenditure for the last 12 months. These documents should be signed by 2 officers of your organisation.</b>	
<b>Newly-formed organisations must provide a comprehensive budget and business plan</b>	

### 3. PROJECT/INITIATIVE DETAILS

Please describe the proposed project/initiative. Who is it aimed at? What will it achieve?
Please indicate how the project/initiative will be promoted to raise awareness among the Parish residents.



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Please describe how the project/initiative will meet community needs?

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Which aspect of the Parish does the project/initiative best support?

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#### 4. PROJECT FUNDING & MANAGEMENT

Total proposed cost of project/initiative:
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£

Total contribution requested from the Council:
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£

Please give a breakdown of how the project/initiative will be implemented including ongoing management and how success will be measured. A separate sheet should be attached if necessary
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**BANK DETAILS OF THE ORGANISATION:- IT IS VERY IMPORTANT THAT THIS INFORMATION IS PROVIDED**

Account Name

Sort Code

Account Number

### 5. FURTHER INFORMATION

What has your Organisation done to raise finances so far this year?

Has your organisation applied for any other funding from other sources? If so, please give details of where you have applied, how successful you were and how much was given.

What contribution, if any, has your Organisation put into the project/initiative for which you are seeking a grant? You may include volunteer time.



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Does the applicant, have a connection to or relationship with the Council, its staff or its Councillors? <input type="checkbox"/> Yes (see below) <input type="checkbox"/> No
If yes, please describe the nature of the connection or relationship below: <input type="checkbox"/> Councillor <input type="checkbox"/> Employee <input type="checkbox"/> Personal relationship with Councillor or employee, eg. wife, brother, daughter, son-in-law <input type="checkbox"/> Colleague <input type="checkbox"/> Supplier/contractor <input type="checkbox"/> Other (please describe _____)

Please feel free to continue any part of your application on another sheet of paper if necessary, marking clearly the section it relates to. Thank you.

**Note applications will be not be valid without the final, signed declaration below.**

- I confirm that the organisation named on the front page of this document has authorised me to sign this declaration on their behalf.
- I confirm that the information given in this application is true to the best of my knowledge
- I confirm that the provisions of the Council's Community Grants Policy have been read and understood and the application has been completed in compliance with those provisions
- I confirm that should a grant be awarded, the money will be used solely for the purposes outlined in the application.
- I confirm that should the proposed project/initiative not proceed, any grant funds awarded shall be returned to the Council within 6 months of the proposed event date.

Note: To comply with the Data Protection Act 2018 we require you to sign this document to give consent for your application details, including contact information, to be retained by the Council. The information will only be retained and used in connection with your grant application and not for any other purpose. We confirm that your information will not be shared with any other organisation unless we are required to do so by law.

<b>Signature:</b>		<b>Date:</b>	
<b>Name:</b>		<b>Organisation:</b>	

Please return this form and supplementary information electronically to:  
[admin@otterystmary-tc.gov.uk](mailto:admin@otterystmary-tc.gov.uk). If you have any difficulty in submitting the form in this manner,  
please contact the Council

**The application deadline is 31<sup>st</sup> October each year.**