

LARGE GRANT SCHEME APPLICATION FORM

This form is to be completed by applicants wishing to make an application to St Neots Town Council for community grants between £2,000 to £10,000.

Please ensure that you have read the Council's Grant Aid Scheme Policy prior to completing the form.

Please answer all questions on the application form. **Failure to answer any questions may result in your application being rejected.** If you would like assistance in completing this form or require any further information relating to the grant aid scheme then please contact:

Responsible Financial Officer
St Neots Town Council
Steve Van De Kerkhove Community Centre
Cemetery Road
St Neots
PE19 2BX

Telephone: 01480 388911

Email: teodora.kostova@stneots-tc.gov.uk

A copy of the St Neots Town Council Grant Aid Policy can be found on the Council's website
<https://www.stneots-tc.gov.uk/finance>

SECTION A – CONTACT INFORMATION

1.	Name of your organisation	
2.	Your Name	
3.	Position in Organisation	
4.	Your Email	
5.	Your Contact Number	
6.	Contact Address	

SECTION B – ABOUT YOUR ORGANISATION

7	Type of Organisation (Please tick)	Community Organisation	
		Registered Charity	
		Community Interest Organisation (CIO)	
		Community Interest Company (CIC)	
8	Registered Charity Number		
9	Purpose of Organisation (including aims and objectives)		
10	Organisation's Website (if applicable)		



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11	Do you have a constitution or governing document?	YES		NO	
12	Adult Membership (e.g. 23)				
13	Other Membership - children/families (e.g. 23)				
14	How many trustees/committee members do you have?				
15	How many staff does your organisation employ? (given as full time equivalent)				
16	Roughly how many volunteers do you have regularly supporting your projects/activities				
17	Organisations social media (if applicable)				

SECTION C - ABOUT THE PROJECT

18	Description of project/activity/event funding is sought for	
19	Start Date	
20	End Date	
21	Please provide details on the anticipated benefits to the organisation and to St Neots if the project goes ahead.	



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SECTION D – FINANCE AND COST OF PROJECT

22	What is the total cost of your project/activity/event	£			
23	How much of the total cost are you requesting from St Neots Town Council? (Maximum of 75%)	£			
24	Do you have a minimum of 25% in match funding in place (this can be from other organisations or self-funding)	YES		NO	
25	Please provide a breakdown of total project income and expenditure (not just the elements funded by the grant you're applying for). In rows 1 to 9 please list income and expenditure headings and amounts. Please total in row 10.				
	The total income and expenditure figures must be the same in order for your application to progress.				
	Income Heading	Amount (£)	Expenditure Heading	Amount (£)	
1					
2					
3					
4					
5					
6					
7					
8					
9					
Total					

SECTION E – GRANT BREAKDOWN

Please complete the table below showing the breakdown of how grant funding requested would be used. Please be as detailed as possible.

The sum of the items listed should match the amount of grant funding requested from the Town Council. For any expenditure on a single item over £500 you must demonstrate that best value has been sought, normally by submitting quotations.

	ITEM	AMOUNT (£)
1		
2		
3		
4		
5		
6		
7		
8		
9		
TOTAL (£)		

Has the organisation previously received any funding from St Neots Town Council ?	YES		NO	
Please provide details (amount and year) of any previous funding received from St Neots Town Council				

SECTION E – TIMEFRAMES

Tell us more about your project timeline by listing key activities/steps in the project.

	DATE	ACTIVITY
1		
2		



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3		
4		
5		
6		
7		
8		
9		
10		

SECTION F - SUPPORTING DOCUMENTATION

Please 'tick' to confirm that you have provided the following documentation to support your application.

- ☐ Recent Bank Statement for the organisation making the application
- ☐ Copies of the last two years annual accounts
- ☐ Constitution or Governing Document
- ☐ Quotes for items over £500 (if applicable)
- ☐ Any further supporting documents you may want to include with your application

BANK ACCOUNT DETAILS

You are required to disclose details of your organisation's bank account to enable the Council to pay any grants directly into this account electronically by BACS transfer.

Bank Name/Branch:	
Sort Code	
Account Name:	
Account Number	



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APPLICANT DECLARATION

To the best of my knowledge, the details in the application are correct. I agree that I will abide by the Terms and Conditions of the grant offer made and understand that information from this form may be used for administration purposes in accordance with the General Data Protection Regulations (GDPR).

Name of applicant:

Signature of applicant:

Date:

Data Protection Statement

St Neots Town Council takes its data protection responsibilities seriously. The personal information that you supply with this application will be used for the administration of the grant aid scheme and other related requirements. This may include being published in public, in full or in part, in Council committee papers.

Your personal information will not be used for any other purpose unless the Council is legally required to do so or has obtained your permission. To use your personal information for purposes other than your grant aid application we need to obtain your explicit consent. It is your choice about providing this consent and your application will not be affected if you choose not to consent. Please read the following statement and tick the box below if you agree with it.

I consent to the personal information recorded on this form being used for publicity purposes in accordance with the General Data Protection Regulations. I understand I can withdraw this consent at any time by contacting the Responsible Financial Officer at teodora.kostova@stneots-tc.gov.uk

For more information please refer to the Council's Privacy Policy
<https://www.stneots-tc.gov.uk/gdpr/>

Further guidance on completing this application, is available on the Council's website
<https://www.stneots-tc.gov.uk/finance/grant-aid/>

The completed application form and other associated documentation should be returned by email to teodora.kostova@stneots-tc.gov.uk or in writing to:

Responsible Financial Officer
St Neots Town Council
Council Offices
The Priory
St Neots, PE19 2BH



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OFFICE USE ONLY

1	Have all the questions been answered?	
2	Has the application been signed?	
3	Received constitution?	
4	Received audited accounts?	
5	Received annual report for the organisation?	
6	Finance & Governance committee decision and date	
7	Terms and conditions for grant?	
8	Grant awarded (date)	