



AYLESBURY TOWN COUNCIL

Town Hall, 5 Church Street, Aylesbury, Buckinghamshire, HP20 2QP

Town Clerk: Keith Gray JP, CiLCA, FILCM, MILM

Telephone: 01296 425678

Fax: 01296 426134

Website: www.aylesburytowncouncil.gov.uk

Ask for: Jane Eden, Grants Clerk

Email: j.eden@aylesburytowncouncil.gov.uk

AYLESBURY TOWN COUNCIL'S GRANT SCHEME

APPLICATION FORM

Name of organisation:.....

Correspondence Address

Name:..... Position held:.....

Address:.....

.....

Postcode:.....

Telephone:..... Email:.....

1. What are the organisation's aims and objectives?.....

.....

.....

2. Is your organisation a registered charity? Y/N Charity No.....

3. Is your organisation part of, or affiliated to, any national organisation? Y/N

If yes, please give details:.....

.....

4. What is the catchment area covered by your organisation?

.....

5. Briefly describe the project/purpose for which you require a grant.

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.....
.....

6. How will the project benefit the community/residents of Aylesbury?

.....
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.....

7. Address/location of project if different to correspondence address.

.....
.....

8. Is your organisation VAT registered? Y/N Vat Number:.....

9. Start date of project?..... Expected end date?.....

10. FINANCIAL ASSESSMENT

10.1 Estimated cost of project
(please provide a breakdown of the total cost of your project)

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.....
.....
.....
.....

Continue on a separate sheet if necessary

VAT (if applicable) £.....

Total estimated cost of project £.....

10.2 Funding of project

(Please indicate how your organisation plans to fund the project)

Funds immediately available from your organisation £.....

Funds that you intend to raise yourself from events £.....

Grant requested from Aylesbury Town Council £.....
(Grant awards to a maximum of £2,000 unless there are exceptional reasons)

TOTAL FUNDING OF PROJECT £.....

11. Please give details of any reserves or savings held by your organisation.....

12. Have you applied to other organisations for funding for this? Y/N
(Please see organisations listed in our grant criteria)

If not please give reasons:.....

.....

If yes, please give details *(please complete all relevant boxes)*:

Grants or loans applied for / confirmed from other organisations

<u>TO WHOM APPLIED</u>	<u>DATE APPLIED</u>	<u>AMOUNT REQUESTED</u>	<u>AWAITING DECISION</u>	<u>AMOUNT RECEIVED</u>	<u>DATE RECEIVED</u>

13. Has your organisation received a grant from Aylesbury Town Council in the last three years? Y/N (we ask this as priority will be given to those organisations/groups who haven't received a grant award)

If yes, please give details, dates and amounts

<u>DATE AWARDED</u>	<u>PURPOSE FOR WHICH GRANT AWARDED</u>	<u>AMOUNT AWARDED</u>

14. Name of organisation/group to be inserted on cheque if successful?

.....

15. How is your organisation normally funded?

	<u>FROM</u>	<u>AMOUNT</u>
SUBSCRIPTIONS		
GRANT AID		
GIFTS		
COLLECTIONS		
EVENTS		
RAFFLES		
OTHER		

16. How many residents in the Parish of Aylesbury, (please view ward map), will benefit from the Grant?

(Note: if the grant is for a public and/or one-off event the % of Aylesbury residents attending or expected to benefit from the grant should be entered).

Total number who are beneficiaries

Total number of the above who are resident in Aylesbury Parish

15. To assist this Council in processing your application, please give any details you feel may be significant in helping to explain and justify your request for a Grant.

(Please continue on a separate sheet if necessary)



DECLARATION OF ACCEPTANCE

If incorrect, inaccurate or misleading information is provided the Council may refuse your application. Any fraudulent claims will be refused.

I declare that any grant made will be used solely for the purposes outlined in this application. I understand that Aylesbury Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified.

Name.....
(Please print)

I have read, accept and fully understand the Grants Criteria.

Signature on behalf of applicant.....

Position..... Date.....

DOCUMENTS TO SEND WITH YOUR APPLICATION

The following documents MUST be submitted with your application:

- A copy of your organisation's audited or independently examined accounts including balance sheet for the past financial year, copy bank statement and bank reconciliation as at the last balance sheet date.
- Up-to-date statements of any investment accounts.

Please note: the payment of a Grant by Aylesbury Town Council is made strictly on the understanding that should the project not go ahead; all monies will be returned to the Town Council. When completed, this form together with supporting documents should be sent to:

Town Clerk
Aylesbury Town Council
Town Hall
5 Church Street
Aylesbury
HP20 2QP