|  |  |  |
| --- | --- | --- |
|  | *Kington Town Council* Town Council Office, Old Police Station,  Market Hall Street, Kington, HR5 3DP  01544 239098 admin@kingtontowncouncil.gov.uk |  |

## Application for a grant from Kington Town Council

## Please fill in all sections as appropriate on behalf of your organisation. Should you wish to expand on an answer, please enclose additional information separately.

## We only allow one project per application.

## When completed please return this application form by email to: [clerk@kingtontowncouncil.gov.uk](mailto:clerk@kingtontowncouncil.gov.uk) or by post to The Town Clerk, Kington Town Council, Old Police Station, Market Hall Street, Kington HR5 3DP *Please make sure you sign and date the declaration at the end of this form*. Section one: your organisation

|  |
| --- |
| Organisation’s name? |
| Please tell us who your officers are |

Your main contact

|  |
| --- |
| Name  Position or office held in organisation  Address  Phone: email |

We are moving to BACS payments. Please provide us with details of the account to be credited, should your application be successful. (Write legibly please).

|  |  |  |  |
| --- | --- | --- | --- |
| Bank | Account name | Sort code | Account number |
|  |  |  |  |

s

|  |  |  |
| --- | --- | --- |
| **Is your organisation a** | **Y/N** | **Charity / Company / VAT number** |
| *Registered charity* |  |  |
| What is the charity number |  |  |
| *Company limited by guarantee* |  |  |
| If yes, what is the company number |  |  |
| *Social enterprise* |  |  |
| *Community group* |  |  |
| *Other* (tell us what) |  |  |
| Do you have a VAT number? |  |  |

|  |  |
| --- | --- |
| Have you had a grant before from Kington Town Council? |  |
| If yes, when? |  |
| If yes, did you submit an end of year report to comply with the grant conditions?\* |  |
| *\*Please provide an end of year report* *with this application if you have not done so before* | |

## Section two: tell us about the project and what you want the funding for

*(Please read the Guidance Notes for help in answering this)*

|  |
| --- |
| How much are you requesting from Kington Town Council? |
| What will this pay for / how will you use this money? |
| Have you obtained or applied for funding from other funders for any items? |

|  |
| --- |
| How will this project benefit Kington and its residents? Are there any particular groups of residents who will benefit, such as age ranges, abilities, or people in a specific area? |

|  |  |
| --- | --- |
| When do you plan to start and finish your project? |  |
| When your project has ended, what do you hope to have achieved? |  |

|  |
| --- |
| What is the total cost of the project? |
| What are the itemised costs (for example, equipment, travel, stationary etc)?  Please list here. |

**Section three: Volunteers and ‘in kind’ support**

|  |
| --- |
| What is your estimated number of volunteers likely to be involved in the project?  If none, why not? |

|  |
| --- |
| Has anyone offered, or have you sought, any ‘in kind’ support for your project?  (for example, donations of free space or equipment) |

## Section four: What are the risks to this project?

|  |
| --- |
| What happens if you don’t get all the money you need for this project? |
| What will you do if Kington Town Council is unable to offer a grant? |
| Can you tell us anything else in support of your application? |

Thank you for your application.  
*Please make sure that you have read the Guidance Notes and that your application   
complies with the notes*. Complete the Grant Checklist, enclose all the information required, and sign the Declaration below.

## Declaration

I declare that the information given is correct and I agree to adhere to the conditions laid out in Kington Town Council’s Grants Policy.

On behalf of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I accept the conditions in Kington Town Council’s Grants Policy

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please note*:   
Completion of this form does not necessarily mean that a grant application will be   
successful in part or whole.

*Incorrect or incomplete forms will be returned to you for completion: please ask a   
Councillor or member of staff for help if you are unsure of anything.*

**Submission deadline: 4pm on Friday 22nd January 2021**