A picture containing text

Description automatically generated

**FINANCIAL ASSISTANCE APPLICATION FORM**

Please read the Grant Criteria document before you start your application process.

|  |  |
| --- | --- |
| **Application Reference (Office use only):** | |
| **1: CONTACT DETAILS** | |
| Name of Organisation: |  |
| Address of Organisation: |  |
| Name of Applicant: |  |
| Position: |  |
| Telephone Number: |  |
| Email address: |  |
| Website: |  |
| Registration Number (If relevant) |  |
| **2: ABOUT YOUR ORGANISATION** | |
| What type of organisation are you? |  |
| Please tell us about your organisation, its aims and the work you undertake. (in less than 200 words) | |
| 3: COST DETAILS/ RESOURCES/ TIMETABLE | |
| Project Title: |  |
| Project Objectives: |  |
| Brief Project Description: |  |
| Total Cost of Project |  |
| Total contribution sought: |  |
| Details of cost breakdown and budgets: |  |
| What will the money be spent on?/Resources needed: |  |
| Any ongoing costs: |  |
| Details of confirmed match funding, include source Cash/Grant:  In kind: |  |
| Estimated timescale of project from start to finish: |  |
| **4: POTENTIAL BENEFITS/ OUTPUTS** | |
| What are the potential benefits/outputs to residents of Congleton |  |
| Are there similar services/ projects provided in the area |  |
| **5: EVALUATION** | |
| How will the project be evaluated and who will carry out the evaluation? |  |
| Describe how you will promote the Town Council in your project. |  |
| Please acknowledge you have read our Grant Application Criteria | Please see the Policy on our Grants page on our website:  [Grants - Congleton Town Council (congleton-tc.gov.uk)](https://www.congleton-tc.gov.uk/your-council/grants/)  I/we have read the policy: YES / NO |
| Will you be attending the meeting to support your application | Date will be provided by the RFO  YES/NO |

**Declaration**

* I am authorised to make this application on behalf of the above organisation.
* I understand and agree that the application and supporting documents will be presented on a public agenda, and that any private information will be redacted.
* I certify that the information contained in this application is correct. If the information in the application changes, I will inform Congleton Town Council as soon as possible.
* I give permission for Congleton Town Council to retain this information electronically. The information in this form will be used for the administration of grant applications.
* I understand that Congleton Town Council will use any personal information I have provided for the purposes described under the Data Protection Statement which can be found [Constitution - Congleton Town Council (congleton-tc.gov.uk)](https://www.congleton-tc.gov.uk/your-council/constitution/)

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** |  | **Date:** |  |

Please return your form and supporting documents to [info@congleton-tc.gov.uk](mailto:info@congleton-tc.gov.uk) or post to RFO, Congleton Town Hall , Congleton Town Council,. High Street, Congleton , CW12 1BN