



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)

<b>3: COST DETAILS/ RESOURCES/ TIMETABLE</b>	
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 <b>confirmed</b> match funding, include source Cash/Grant:  In kind:	
Estimated timescale of project from start to finish:	
<b><u>4: POTENTIAL BENEFITS/ OUTPUTS</u></b>	
What are the potential benefits/outputs to residents of Congleton	
Are there similar services/ projects provided in the area	
<b><u>5: EVALUATION</u></b>	
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: <a href="http://congleton-tc.gov.uk">Grants - Congleton Town Council (congleton-tc.gov.uk)</a>  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 \(congleton-tc.gov.uk\)](http://congleton-tc.gov.uk)
- 

<b>Signed:</b>		<b>Date:</b>	
----------------	--	--------------	--

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