

KINGSBRIDGE TOWN COUNCIL

APPLICATION FORM AND CONDITIONS FOR GRANT AID (FINANCIAL YEAR 2024-2025)

When completed, this form should be sent to the Town Clerk, Kingsbridge Town Council,
Quay House, Ilbert Road, Kingsbridge, TQ7 1DZ
(acknowledgement will be provided either by telephone or email)

1. Name of club, group or organisation		
2. Address		
3. Name & Address of point of contact for further details (to include email and telephone number)		
4. Objectives of the club, group or organisation		
5. Number of members		
6. Subscription (if applicable)		
7. Purpose for which a grant is being sought		
8. Cost of equipment or project	a) Grant requested	£
	b) Other sources of funding (please specify)	£
	c) Total cost	£

9. General statement in support of the application

Please attach a copy of your accounts for the last financial year 2023-2024

Signed on behalf of club/group/organisation:

Name:

Position:

Date:

Name of Bank:

Sort Code:

Bank Account Number:

Grant Aid - Conditions

1. Grant Aid applications will be considered **only in respect of items of equipment or specified projects**, except as in 3. below.
2. Grant Aid is primarily intended for voluntary organisations and **priority** will be given to those organisations **that have not previously been in receipt of such a grant**.
3. Grants may only be made in respect of an organisation's routine running expenses in the following cases:
 - a) The establishment of a new organisation, where such assistance is sought for a limited period only.
 - b) The operation of an organisation which the Town Council considers to be of particular social value to the community.
 - c) The operation of an organisation specialising in activities for young people under 16 years of age.
4. There is only one grant round in each financial year.
5. A fresh application must be made for a repeat grant to an organisation previously aided or considered for aid by the Town Council.
6. No grant, subscription or donation will be made to a national or regional organisation unless it carries out a clearly identifiable function in Kingsbridge.
7. Grant aid is essentially for the benefit of the residents of Kingsbridge but sympathetic consideration will be given to the granting of aid in respect of projects which might benefit a number of communities jointly.
8. The Town Council expects applicant organisations to have realistic levels of subscription (where appropriate).
9. Retrospective applications will not be considered.
10. All applications must be supported by appropriate financial statements or copies of the latest financial accounts.
11. Applications for Grant Aid must be made on the Town Council's official application form. One round only of grants will be managed in financial year 2024/25 and applications must reach the Council Offices **no later than 12 noon on Friday 12 April 2024**. Successful grants will be made mid-May 2024.
12. Successful applicants will be required to provide evidence, within 3 months of any grant, that the funds have been used for the approved purpose only.

Kingsbridge Town Council
Quay House
Ilbert Road
Kingsbridge
TQ7 1DZ

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