



COWES TOWN COUNCIL GRANT APPLICATION FORM

Cowes Town Council welcomes grant applications from the local community and sets aside an amount for this purpose each year in its budget.

If you have any questions please contact the Town Clerk or Deputy Town Clerk at Cowes Town Council, Northwood House, Ward Avenue, Cowes PO31 8AZ. Telephone: 01983 209022. Or Email: townclerk@cowestowncouncil.org.uk / deputytownclerk@cowestowncouncil.org.uk

Who Can Apply

We support local voluntary, social and community organisations with small grants whose aim is to help improve the local Cowes community. Applications can be for full or part funding of an event, project, activity or item(s).

We will also consider individuals or commercial businesses with non-profit initiatives that will deliver benefit to the community.

How to Apply

1. Complete an application form and deliver it to the Town Clerk (details as above). In your application form you will need to tell us:

- a) What the grant will be spent on; how this will benefit the local community of Cowes
- b) How long your organisation has been established, its stability and future plans
- c) Size, membership, inclusivity, objectives and activities of your organisation
- d) What specific value your organisation brings to the community of Cowes
- e) Are there any financial beneficiaries of the organisation

2. Your application must be accompanied by your latest and previous two years' independently signed annual accounts. If your organisation has been running for less than 15 months we will accept a 12 month financial projection. If your organisation has been formed for a non-recurring one off event we will accept an event budget with projected income and expenditure.

Cowes Town Council will only accept and consider grant applications between May and February of each municipal year. Applications should be submitted in plenty of time to allow for it to be processed and considered at the Finance, Acquisitions & Staffing Committee meeting which will make a recommendation to the next full Town Council meeting for a decision. Any missing or further information required following receipt of your application will delay processing until the full information is received.

We will only consider one application from your organisation at a time.

Grants will be paid by cheque and acknowledgement of receipt of the grant from your organisation will be required.

Requests for a grant will be capped to a maximum of £1,500. Applicants may be required to attend the Finance, Acquisitions & Staffing Committee meeting where the grant application is being considered to present their case (in up to 10 minutes), and answer any questions about the application. You will then be asked to leave the meeting while Councillors consider your application. Any recommendation from the Committee will be considered at the next meeting of the Town Council who will make the final decision of whether to approve any grant. The Town Clerk will inform the main contact on the application form of the outcome of the application.

Grants of the maximum £1,500 will require an end of grant report within 12 months of the grant being awarded, detailing how the grant was used and how this has been of benefit.

PLEASE NOTE THAT ONCE YOUR APPLICATION FOR GRANT HAS BEEN SUBMITTED TO COWES TOWN COUNCIL, ALL INFORMATION PROVIDED WILL BE IN THE PUBLIC DOMAIN

ABOUT YOUR ORGANISATION

1. What is your organisation's name, address and contact details?

Organisation Name:
Organisation Address
Post Code
Name of Principal Officers and Posts:
Name of Lead Contact and Post:
Contact Number and email:

2. What is the type and purpose of your organisation?

3. Provide a summary from your most recent accounts. Are these figures below?

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Information from the latest accounts approved by your organisation

A projection because your organisation has been running less than 15 months Budget

Costs for a non-recurring one-off event

Account Year Ending: dd/mm/yyyy) – or date of event:
Total income for Year / Event
Total Expenditure for the Year / Event
Balance at the Year End / Event (Total Income — Total Expenditure)
Total Savings or Reserves at the Year End / after Event

4. Has your organisation applied to Cowes Town Council for a grant before? Yes / No

If yes, give the dates and the amounts awarded:

5. About the Project / Event/ Activity

What project, activity, item(s) or event do you want us to fund?
When will your project / event / activity take place?
How will this grant will benefit the people and community of Cowes?
How much will it cost?
How much are you asking for in Grant?
If the cost is more than the amount requested, where do you expect the rest of the funding to come from?

APPLICATION CHECKLIST

- Have you answered all the questions in the application form?
- Enclosed the financial information/ accounts/ statements requested?
- You understand that if you make any seriously misleading statements (whether deliberate or accidental) at any stage during the application process, or knowingly withhold any information, this could make your application invalid and you could be liable to repay any funds to us.

Please sign and date your application in the box below.

For Office Use:

Date of decision: Accepted / Declined