

# TORPOINT TOWN COUNCIL

## Application for Grant for Voluntary Organisations Local Government Act 1972, Section 137

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

### Notes to Applicants

To help us process your application quickly, please:

- Read the Applicant Guidance Notes carefully
- Complete the application fully – we will not consider incomplete forms
- Let us know if you have any questions before sending in your application

<b>Name of organisation</b>	
<b>Full postal address</b>	
	<b>Postcode:</b>
<b>Contact name/position</b>	
<b>Telephone number</b>	
<b>Email</b>	
<b>Charity Registration Number</b> (if applicable)	
<b>Project title</b>	
<b>Estimated start date</b>	

**Please tell us about the project and why you think it should receive the contribution from Torpoint Town Council**

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**Who will benefit from the project and how many of those are residents of Torpoint parish?**

<b>Project costs</b> (Please provide a breakdown of the costs of the project)	<b>£</b>	<b>p</b>	<b>Funding</b>	<b>£</b>	<b>p</b>	<b>S = Secured A = Applied for (delete as applicable)</b>
			Own fundraising			S/A
						S/A
						S/A
						S/A
						S/A
			Amount you are seeking from Torpoint Town Council			
<b>Total cost*</b>			<b>Total income*</b>			

**Please note: \*The Total Cost and Total Income amounts must balance**  
(e.g. Total Cost - £100; Total Income - £100)

<b>Checklist</b> (Please make sure you have included the following with your application)	√
Written confirmation of any match funding awarded to your project (a letter or e-mail)	
Your organisations latest set of accounts or latest bank statement	

**Declaration**

I declare that the information supplied in this application is true.

I agree that, if this application is successful, any grant money received will be used for the purposes described in this form and in accordance with the terms and conditions listed below. I confirm that I am duly authorised and empowered to confirm this on behalf of the applicant group.

Signature:

Date:

Name (Please Print):

## **Torpoint Town Council - Terms and Conditions**

1. Grants awarded must only be used to support the expenditure identified in the application, as approved, and for no other purpose.
2. Torpoint Town Council receives a report within 12 months of receipt of the grant, clearly showing that the money has been spent on the project.
3. The applicant must not use the grant for any unlawful activities, the promotion of political and/or religious activity or activities that are discriminatory on the grounds of religion, race, sex, sexual preference, age or disability.
4. Projects should not be for private profit.
5. If appropriate, the applicant must have insurance for any activity which the grant will be wholly or partly funding. This includes public liability cover at any community event.
6. Recognition of Torpoint Town Council financial support must be included on any promotional material.
7. The applicant will be required to participate in any publicity deemed appropriate by Torpoint Town Council associated with the offer of funding.