

Hetton Town Council



Grant Award Application Form

This application form relates to requests for funding to be considered from the 2021 - 2022 Town Council budget and should be read in conjunction with the Grant Award Policy.

Please read the Policy document before completing and submitting your application.

The completed application together with the necessary supporting documentation should be returned to the Town Clerk **no later than noon on the first Tuesday of the month (no applications in August)**

Please complete all sections electronically or in black ink.

Name of organisation:

Contact name and position in organisation:

Address for correspondence:

Tel No:

Email:

Type of organisation:

Brief description of organisational aims and activities:

If your organisation is based outside of the Hetton Town Council area, please provide details of how it benefits and delivers outcomes for the Hetton Town Council area community:

Hetton Town Council: Grant Award application cont ...

Your application:

Under which of the Town Council's eligibility criteria are you applying?

Providing a service;
Enhancing the quality of life;
Improving the environment;
Community cohesion and engagement;
Promoting Hetton, Easington Lane, Moorsley and East Rainton

Please provide details of how your application will meet the criterion:

What level of financial support is being sought:

(Maximum award is a single payment of up to £500.00 / financial year)

Please provide a breakdown of items and costs here:

Tell us about the proposed project, initiative or activity:

(This information should provide a description and include details about why it is needed, who it will benefit, start and end dates, total cost and success criteria)

Hetton Town Council: Grant Award application cont ...

Please add any other information here in support of your application:

(only details contained in this application form will be presented to Town Council for consideration)

Supporting documents required:

Current bank statement

Copy of previous year's accounts

(newly formed organisations should supply details of year 1 financial projections)

Copy of constitution

Copy of estimates / quotations received (if applicable)

Declaration:

I declare that I have the necessary authorisation from
..... (insert name of applicant organisation) to
submit this application and the information provided is correct.

Name:

Position in organisation:

Signed:

Date:

Note: An original signature is required (ie. not scanned or computer generated)

If your award application is successful, to whom should the cheque be made payable and where should it be sent?

On completion, please send this form and supporting documents to: Town Clerk, Hetton Town Council, Hetton Centre, Welfare Road, Hetton le Hole, DH5 9NE.

Should you have any queries about completion of this form or require a Word format version, please contact the Town Clerk on 0191 561 6600 or 0753 867 3657 (please leave a message if no answer). Business days are Mondays, Tuesdays and Thursdays only.