

# Hetton Town Council



## Grant Award Application Form

This application form relates to requests for funding to be considered from the 2020 - 2021 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 Thursday 4 March 2021**.

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 / annum)**

**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)**

#### **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)

## **Hetton Town Council: Grant Award application cont ...**

### **Declaration:**

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

Name:

Position in organisation:

Signed:

Date:

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

On completion, please email this form and supporting documents to:

[townclerk@hettontowncouncil.gov.uk](mailto:townclerk@hettontowncouncil.gov.uk)

or post 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.**