**Crewe Town Council**

**Grants Scheme Application Form**

Please read the Grants Scheme Guidance before starting your application as the information contained on this form will help us process your grant application form

**Contact Details**

|  |  |
| --- | --- |
| Name of Organisation: |  |

|  |  |
| --- | --- |
| Address of Organisation: |  |
|  | Postcode: |  |

|  |  |
| --- | --- |
| Name of Applicant: |  |
| Position: |  |
| Telephone Number: |  |
| Email address: |  |
| Website: |  |
| Facebook: |  | Twitter: |  |

**About your organisation**

|  |  |
| --- | --- |
| What type of organisation are you? | Voluntary, Community or Faith Sector Organisation [ ]  Registered Charity [ ] Social Enterprise [ ] Community Interest Company [ ] Not-for-Profit Community Business [ ] Community Amateur Sports Club [ ] Unregistered Community Group [ ] Club [ ]  Society [ ]  |
| Other, please state: |  |
| What is your registered number (if you have one) |  |

|  |
| --- |
| Please tell us about your organisation, its aims and the work you undertake (in less than 200 words) |
|  |

|  |
| --- |
| Who benefits from the activities of your organisation? (in less than 200 words) |
|  |

|  |
| --- |
| Which other organisations do you work with locally to deliver and publicise your activities? (in less than 200 words) |
|  |

**Details of Funding Requested**

|  |  |
| --- | --- |
| What is your activity / project called? |  |

|  |
| --- |
| How will your project benefit the local community within the Crewe town boundary?What advantages will it bring to Crewe?(in less than 200 words) |
|  |

|  |
| --- |
| What evidence do you have that this activity / project is needed?How many people within the Crewe town boundary will benefit from it?(in less than 200 words) |
|  |

|  |  |
| --- | --- |
| How many people within the Crewe boundary will benefit from your project?  |  |

|  |
| --- |
| How does this project meet Crewe Town Council’s priorities in *‘A Vision for Crewe – Crewe’s Community Plan’*? (in less than 200 words)\*\* You will need to read this document before completing this section \*\* |
|  |

**Project Costs and Finances**

|  |  |
| --- | --- |
| How much is the overall cost of your activity / project?  |  |

|  |
| --- |
| What will funds from Crewe Town Council be used to pay for?  |
| **Item \*\*** | **Total Costs** | **Requested from** **Crewe Town Council** |
|  | £ | £ |
|  | £ | £ |
|  | £ | £ |
|  | £ | £ |
|  | £ | £ |
|  | £ | £ |
| **Grand Totals** | **£** | **£** |

\*\* Where possible, please provide any quotes and estimates (ideally 3)

|  |
| --- |
| Who else have you approached for funding for this activity / project? Please indicate if any of these contributions have been secured with (SECURED) following the funder |
| **Contribution requested from** | **Total** |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| Have you previously applied for grant funding from Crewe Town Council? | Yes | No |

|  |  |
| --- | --- |
| If Yes, when did you apply? |  |

|  |
| --- |
| If you were successful, please briefly tell us what was funded |
|  |

**Declaration**

I am authorised to make this application on behalf of the above organisation

I certify that the information contained in this application is correct. If the information in the application changes, I will inform Crewe Town Council as soon as possible

I give permission for Crewe Town Council to retain this information electronically. The information in this form will be used for the administration of grant applications and for statistical analysis

I also give permission for Crewe Town Council to contact my organisation by phone, mail or email with information from time to time

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** |  | **Date:** |  |

**Checklist**

Please enclose the following with your application. Applications will only be processed once all this information has been received

|  |  |  |
| --- | --- | --- |
| Latest annual accounts [ ]  | Governing document [ ]  | Copy of a bank statementless than three months old[ ]  |
| Policy documents [ ] (if applicable) | Copies of written estimates [ ]  |

**Please send your completed application preferably by email to** grants@crewetowncouncil.gov.uk **or by post to:-**

Grants Scheme, Crewe Town Council, 1 Chantry Court, Forge Street, Crewe, Cheshire CW1 2DL

**Please ensure you keep a copy of this application form for your own records**

**Deadlines for submissions are midnight on:-**

**Sunday 25th October 2020**

**Sunday 4th January 2021**

**Sunday 7th March 2021**