**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.

Please ensure that you submit all the requested documents at the same time.

**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 ensure that you enclose **all** your supporting documents – please see **checklist** on the last page

|  |
| --- |
| **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)** |
|  |

Please ensure that you enclose **all** your supporting documents – please see **checklist** on the last page

|  |
| --- |
| **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)

Please ensure that you enclose **all** your supporting documents – please see **checklist** on the last page.

|  |
| --- |
| **Who else have you approached for funding for this activity / project?** **If any contributions have been secured by other funders, please write (SECURED) next to the funders name**  |
| **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 tell us briefly what was funded.** |
|  |

Please ensure that you enclose **all** your supporting documents – please see **checklist** on the last page.

**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.

I understand that Crewe Town Council will use any personal information I have provided for the purposes described under the Data Protection Statement which can be found [here](https://www.crewetowncouncil.gov.uk/policy-document/general-privacy-notice/).

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

**Checklist – Very important!**

**Please enclose the following with your application. Applications will not be processed until all 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 8th May 2022**

**Sunday 7th August 2022**

**Sunday 16th October 2022**

**Sunday 18th December 2022**

**Sunday 12th February 2023**