**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)** |  |
| **Application date:** |  |
| **Project name:** |  |

**Please read the guidance document before completing this application.**

**I have read the guidance document (please check the box)**

|  |
| --- |
| **Please tell us about your organisation, its aims and the work you undertake and any other organisations that you work with (in less than 200 words).** |
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| --- |
| **Please tell us why you need this funding? (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? Please see map:** [Ward Map - Crewe Town Council](https://www.crewetowncouncil.gov.uk/your-council/ward-map/)  **What advantages will your project bring to the Crewe Community? (in less than 200 words)** |
|  |

|  |
| --- |
| **Please provide evidence that this project is needed.**  **i***e* Is there any duplication in Crewe? Is your organisation unique in its offering? |
|  |

|  |  |
| --- | --- |
| **How many people within the Crewe Town boundary (both directly and indirectly) will benefit from your project?**  **Please check this against the boundary map and evidence with postcodes.** | Add number here |

|  |
| --- |
| **How does this project meet Crewe Town Council’s priorities in *Crewe’s Community Plan* (in less than 200 words)? Please see guidance document.** |
| I have read the guidance document (tick box) |

**Project Costs and Finances –** Please see example matrix in guidance document

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| --- | --- |
| **How much is the overall cost of your activity / project?**  **Please detail (in section A) all associated costs.** |  |

|  |  |  |
| --- | --- | --- |
| **What will Crewe Town Council funds be used to pay for?** | | |
| **Item \*\*** | **Total Costs (A)** | **Amount requested from**  **Crewe Town Council (B)** |
|  | £ | £ |
|  | £ | £ |
|  | £ | £ |
|  | £ | £ |
|  | £ | £ |
|  | £ | £ |
| **Grand Totals** | This figure should be at least 20% higher than the amount requested  **£** | **£** |

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

**Match funding**

Please let us have details about your **financial** match funding f**or this project** and tell us if it has been **secured**.

All applications must show a minimum of 20% match funding. We will not fund 100% of an application.

This can be made up of a minimum of 10% in direct (ie cash/ financial) match funding and 10% in indirect match funding. Please see example matrix in guidance document.

Please tick if you have **direct** match funding

Please tick if you have **indirect** match funding

If any contributions have been secured by other funders, please write “secured” next to the funder’s name. Please evidence this.

|  |  |
| --- | --- |
| **Who else have you approached for funding for this activity / project?**  **Please only list details of funding for this project** | |
| **Direct Match funding Contribution requested from:** | **Total** |
|  |  |
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| **Indirect Match funding (ie volunteer value, free room hire etc) Please see guidance document** |  |
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| --- | --- | --- |
| **Have you previously applied for grant funding from Crewe Town Council?** | Yes | No |

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

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| --- |
| **If you were successful, please tell us briefly 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.

**Data protection:** Please ensure that you read this section before submitting your application. Part or all of the information you supply to us will be held on our IT system. This information will be used for the administration of grant applications and for statistical analysis.

Copies of your application, but with personal details redacted, will be provided at the relevant council meeting for consideration of awarding the grant.

For transparency purposes, information about successful grant applications is added to our website and made available to the local press. The press may request contact details of someone able to provide additional information.

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

**Checklist – Very important!**

**Please enclose the following with your application. Applications will not be processed until all information has been received:**

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| --- | --- | --- |
| Latest annual accounts | Governing document | Copy of a bank statement  less 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](mailto:grants@crewetowncouncil.gov.uk)

**or by post to:-**

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

**Deadlines for submissions are midnight on:**

Sunday 28th April 2024

Sunday 16th June 2024

Sunday 8th September 2024

Sunday 22nd December 2024

Sunday 9th February 2025