Applications for grant aid must be made using the form below.

Requests for grant aid will usually be considered at the beginning of each month. To ensure eligibility for consideration, completed requests must be received by the 18th of the preceding month.

|  |  |
| --- | --- |
| Grant request made by (name) |  |
| Amount of grant requested | **£** |
| Details of the project, activity or requirement for grant and how it will be used |  |
| How will this grant benefit the residents of Tollerton and further local priorities set out in the Tollerton Community Plan? |  |
| How long will any benefit last?  Eg annual insurance (1year),  install a new kitchen (20 years) |  |
| Any other relevant or supporting information |  |

**Contact details**

|  |  |  |  |
| --- | --- | --- | --- |
| Contact name |  | | |
| Address |  | | |
| Telephone |  | Email |  |

**Your financial information**

|  |  |  |  |
| --- | --- | --- | --- |
| What is the total cost of the project? | **£** £74 for equipment | What is the difference between the total and grant requested? | **£** |
| How will any difference between the total and the grant be funded?  (please detail any other grant requests made) |  | | |
| Bank account Sort code |  | Account N umber |  |
| Account name |  | | |
| Accounts attached - Please attach a copy of your latest financial accounts | | | |

**Information and conditions**

Requests received by the 18th day of the month with all the relevant information are likely to be considered – and where successful, paid within around one month by bank transfer or cheque.

Grant aid requests required in a shorter time period and/or for retrospective funding and/or for expenditure that has already been made are unlikely to be successful.

By completing this form you consent to the following: your organisation’s contact details being added to the parish council and community trust records for the purpose of providing information about these organisations, consultation and other news about Tollerton; the payment of grant aid is conditional on the parish council and/or community trust being able to publicise the grant as appropriate; grants may only be used for the purposes specified on this form and must be spent within 6 months of receipt; a photograph showing the benefit should be provided within this time; receipts showing expenditure against the grant must be kept for a period of at least 18 months and must be provided if requested during this time.