CREDITON
TOWN COUNCIL

Manor Office
6 North Street
Crediton
Devon
EX17 2BT
Telephone: 01363 773717
Email: reception@crediton.gov.uk

Small Grants Application Form (up to £700.00)

Crediton Town Council (CTC) seeks applications from community groups and organisations requesting up to £700.00, which:

- Provides a new or improves an existing asset or service which benefits a significant number of residents
- Enhances the profile and/or reputation of Crediton
- Supports CTC in achieving the overarching aims in its Strategic Plan.

Applications will be scored using the criteria set out within the Community Grants Policy.

Small Grant applications will be considered by the Town Clerk, in consultation with the Chair of the Oversight Committee. However, in some cases, an application may be referred to the Grants Sub-Committee. If this is the case, applicants will be informed of timescales.

Further information can be found at: www.crediton.gov.uk

How to use this form: this form can be printed and completed by hand or can be filled in electronically. Please try to keep your answers as short as possible, to fit into the boxes.

Name of organisation	
Name and address of the person making the application on behalf of the organisation	
Position held in organisation	
Telephone	
Email	
Do you have a Facebook/ Twitter account/ Website that you would like to be linked to through CTC?	
Bank details If you are successful, payment will be made by BACS	Bank name: Sort Code: Account Number:

Have you received a grant from CTC in the last 2 years? If so, for how much and what was it for?	

What are the aims of your organisation?			
Which one of the following five areas <u>best</u> fits your group's area of interest?	Sport		
	Arts		
	Health		
	Environment		
	Youth		
What is the name of the project/activity you are applying for?			
When will the project be started/finished?			
How will you keep participants in your project safe? (This could include your intention to carry out risk assessments and for larger or medium organisations we would expect to see a safeguarding policy too)			

Please tell us about your project and how your project fits with these criteria
(500 words maximum)

Financial information

What is the ***total*** cost for the project/activity? (You may wish to include a budget breakdown where appropriate)	
What is the amount of grant requested from Crediton Town Council?	
How much have you raised already?	
Is the grant for match funding? (i.e. are funds from elsewhere dependent on our funding?)	
Have you applied elsewhere for a grant, if so, which organisation(s), for how much, and when will you know?	

Additionally, we'd like to know about who you are working with and the long-term impact of your project. Please answer the following questions.

1 a) How many people will this project benefit?
b) How many are involved in decision-making and ownership of this project?
c) Will your project encourage more Crediton residents to get involved?
If so, how?
2. Are you partnering with other Crediton groups and, if not, could you consider doing so?

3. We want to know how you will be sure your project is successful. What will you be measuring and how will you measure it?
4. Will your project continue after this grant is spent? If so, how will it be funded?

Declaration

We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions (please click/tick box to agree) ☐	
We have provided copies of the following necessary documents (refer to Grant Application Information) to support the application (please click/tick as appropriate): Accounts ☐ Bank statement or paying-in slip (to double check bank details) ☐ Constitution ☐ NB. Scanned copies are acceptable if you end your application by email. **Applications will not be taken to committee without all these supporting documents**	
Signature 1 (person submitting form) Signature 2 (Chair or senior representative of the organisation) **Typed entries acceptable for email applications**	
Date:	

Please email your completed application form along with your most recent accounts to:
e.armitage@crediton.gov.uk

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