



**Additional information to support your application eg. consultation, community involvement**

Please tell us more about the organisations and groups that are involved in your project, who will benefit from the grant and how you will know that it is making a difference.

**Information relating to your last annual accounts (if applicable)**

Year Ending:	Month:	Year:
Total Income:	£	
Minus Total Expenditure:	£	
Surplus/deficit for the year:	£	
Reserves held:	£	

Project Costs: full breakdown eg. equipment, installation etc.		Project Income: all sources of funding for this project as provisional (P) or confirmed (C)		
				P/C
	£			£
	£			£
	£			£
	£			£
	£	<b>Grant requested</b>		£
Total project expenditure	£	Total project income		£

**Supporting information – please enclose the following documentation**

Enclosed (please tick)

- Latest inspected/audited accounts or Annual Report
- Income and Expenditure budget for current financial year
- Project budget (if applicable)
- Terms of Reference/Constitution/Group Rules

For new groups, only the group's terms of reference and a projected income and expenditure budget covering a period of 12 months is required

Name:	Date:
Position in Organisation:	

If successful, please supply bank details for payment:

**APPLICATION FOR A GRANT  
Under the General Power of Competence**

1. Grant applications can only be made on this form. Additional explanation should be attached on a separate sheet.
2. Applications are considered by the Finance Committee or in exceptional cases by Full Council if time is short.
3. An application must reach the Town Clerk at least two weeks before the meeting where it will be considered. This is to ensure the legal inclusion on the agenda. Committee meetings are held on the last week of January, March, May, July, September & November. A recommendation is then made to the Full Council at its next meeting.
4. The limit for any grant to any individual or group is funding between £50 and £200 in any one financial year except where special need can be shown or under exceptional circumstances.
5. Grants are restricted to groups local to Amesbury and where local people will benefit. A grant request from a regional or national body will only be considered if it would specifically and directly benefit residents of Amesbury (eg the cost of supportive attendance at a locally organised event).
6. Grants to organisations associated with young people or vulnerable adults are given on the condition that the proper Criminal Record Bureau (CRB) checks are in place.
7. A grant cannot be given to benefit a single individual except through a grant to an organisation to which that individual belongs. In that case it is the organisation that will be helping the individual if their application is unsuccessful.
8. A grant will only be given if the expenditure is proportionate to the number of people who will benefit.
9. Where the grant pays for purchases or services a quotation or estimate must accompany this form.
10. Receipt of the grant money must be acknowledged, accompanied by a brief report on any event or the use made of equipment or services funded by the grant. Applicants may attend a meeting where the application is being considered.
11. A grant cannot be used by a public or voluntary body for publicity unless it is incidental to the main purpose for which the grant is given.
12. A grant cannot be forwarded on to 3<sup>rd</sup> parties/organisations/ charities
13. A grant cannot be used to fund travel expenses
14. This form may be copied for personal reference.