



MALTBY TOWN COUNCIL

GRANT APPLICATION FORM

Applicant Details

Name of organisation	
Title of the project	
Project Contact Name and Role	
Address	
Telephone Number	
Fax Number	
Email Address	
Charity Number	
Public Liability Insurance YES/NO	
Date of Application	

Bank Details

Account Name			
Account Number			
Sort Code			
Name and address of bank / Building Society			
Name of signatories	1	Project Role	
	2	Project Role	
	3	Project Role	
	4	Project Role	
How many people must sign cheques / withdrawals			

Q 1

Please indicate which of the following best describes the type of group applying for the funding.	
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Friends of Group	
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Statutory Body	
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Voluntary or Community Group	
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Q 2

Please describe your project.

Q 3

What time period would you require the funding to run from and to	
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Start Date	
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End Date	
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Q 4

Please state the name and contact details of the person/persons who will be responsible for the monitoring of the project

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Q 5

What do you want your project to achieve? (outputs and outcomes)

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Q 7

Where will your project/activity take place?

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Q 8

Please provide details of any community consultation undertaken in developing this project?

Q 9

How will people know about the project and the project progress?

Q 10

How will you know whether your project is successful?

Q 11

How will you guarantee and monitor the promotion of Maltby Town Council whilst delivering the project?

Q 12

How do you know there is a need for your project?

Q 13

How will you make sure that as wide a range of people as possible benefit from the project?

Q 16

Please provide details of expenditure from other sources indicating whether it has been applied for or acquired		
Totals		

Q 17

Does your project involve work with children, young people under the age of 18, or vulnerable adults?	
No	Yes
If yes, as a minimum we expect you to: <ul style="list-style-type: none">• Have safeguarding policies in place that are appropriate to your organisations work and the project you are asking us to fund.• Policies and procedures for working with young / vulnerable people such as a Child Protection Policy (if working with children under 19 years old) or a Vulnerable People Policy	

- **All applicants need to provide the following information:**
 - **A copy of the group's signed Constitution or Rules.**
 - **A copy of your group's most recent accounts.**
 - **Copies of your group's latest three bank statements.**
 - **Quotes (at least two) for equipment or services that you will have to purchase to run your activity / project (printed quotes, not links to websites).**
- **You may also need to supply some of the following supporting documents:**
 - **If your application is for equipment purchases, you may need to provide copies of relevant insurances.**
 - **If your group's activities or the specific project / event require Public Liability Insurance, we will need to see a copy of the insurance policy**

