



APPLICATION FOR A GRANT

A completed form should be submitted to the Town Clerk at the address shown below. You are advised to read the Councils grant policy before completing the application form.

The maximum granted to any organisation will be £500.

1. **Name of organisation**

2. **What is the grant required for?**

Please give a brief outline of your project.....

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3. **Please provide the following information:**

Total cost of the project

Funds currently available for the project

(List all grants already agreed from other sources)

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Proposed sources of other funds for the project

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Amount of grant requested (maximum of £500)

Have you received any previous grants from Canvey Island Town Council? Yes/no

If yes, please indicate when and the amounts

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4. Please attach a copy of the latest audited accounts and balance sheet.

5. Total number of members in your organisation

Number of residents within the parish of Canvey Island who will benefit from the service you provide

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6. Please give brief details of methods employed by your organisation to increase membership

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7. Please complete the following details:

- I, (name in capitals), being authorised by the organisation to make this application, certify that the above information is correct.
- I agree to acknowledge any assistance given by the council in any publicity associated with the project. (If your application is successful, evidence of this should be provided with relevant paid invoices when the claim for grant payment is made).

Signature Position Date.....

Full address and telephone number for future correspondence

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If your application is successful, please indicate the name to which the payment should be made (N.B. Cheques can only be made payable to the name of the organisations bank account and not an individual)

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Please complete the following checklist to ensure all additional information has been supplied:

- Explanation of grant funding required:
- One written quote or breakdown of project costs for capital expenditure:
- Copy of latest audited accounts:
- Explanation of how the grant will benefit residents on Canvey Island:
- Confirmation of other bodies to which applications have been made:
- Please tick the required box if you are VAT registered:

Please return the application form with any additional information to:
Canvey Island Town Council, 11 High Street, Canvey Island, Essex, SS8 7RB.