



# Nantwich Town Council

Does your organisation need grant funding?

Nantwich Town Council may be able to help.

Complete the form below and return to the address shown.

## GRANT APPLICATION FORM

### Nantwich Town Council Community Grant Application Form

Please fill in all sections in black ink. Should you wish to expand on a question, please enclose additional information on separate sheets, stating which question the additional information refers to. Only one project, per application. Please ensure that the declaration at the end of the application form is signed and dated. Grants are subject to the Town Council's Community Grants Policy and any additional conditions imposed by the Council in making the grant.

When completed please return this application form to:

The Town Clerk, Nantwich Town Council, Nantwich Civic Hall, Market Street, Nantwich, CW5 5DG.

Telephone: 01270 619224

Email: [nantwichtc@nantwichtowncouncil.gov.uk](mailto:nantwichtc@nantwichtowncouncil.gov.uk)

### **1. Your organisation's contact details**

Name of organisation \_\_\_\_\_

Contact name \_\_\_\_\_

Position in organisation \_\_\_\_\_

Address for correspondence \_\_\_\_\_

\_\_\_\_\_

Telephone number(s) day \_\_\_\_\_

Email address \_\_\_\_\_

**2. Details of organisation**

Brief description of your organisation's aims \_\_\_\_\_

\_\_\_\_\_

How long has it been in existence? \_\_\_\_\_

Is it run by a committee? \_\_\_\_\_ If yes, how many committee members? \_\_\_\_\_

Can anyone join the organisation? \_\_\_\_\_

If not, what are the restrictions? \_\_\_\_\_

How often does the organisation meet? \_\_\_\_\_

Where are meetings held? \_\_\_\_\_

Are they public meetings? \_\_\_\_\_

How many members do you have? \_\_\_\_\_

What percentage of members of the organisation live in the Nantwich Town Council area? \_\_\_\_\_

**3. Organisation's purpose**

Please give a summary of the activities of your organisation during the last year.  
(If you are a new organisation, give an idea of the activities you wish to undertake).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe how the local community will benefit from your organisation.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are there any individual groups or societies that are members of your organisation, if so please mention.

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**4(a) About the project**

Please give brief details of your proposed project and what you wish to use any grant awarded for.

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**4(b) What is the total project cost? (attach separate sheets if necessary).**

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**4(c) What amount are you requesting from the Council?**

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**4(d) Have you received or applied for funding from any other source for this particular project? Please give details.**

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**5. Financial details**

Does your organisation receive funding from other sources and if so who?

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Please supply accounts, budget and constitution or terms of reference, as required in Guidance Notes, section 4.

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If you have previously received a grant from the Nantwich Town Council, please give details.

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**Please complete the following declaration.**

I declare that the information given in this 5 page form is correct and if the application is successful, agree to adhere to the conditions laid out in the Nantwich Town Council's Community Grants Policy.

On behalf of (insert name of organisation)

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I accept the conditions in the Nantwich Town Council's Community Grants Policy.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Position in organisation \_\_\_\_\_

If the person signing this form is under 18, an adult organisation member must countersign it.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Privacy Notice**

Nantwich Town Council is the Data Controller under the new data protection law and will use the in-formation you provide on this form to process your grant application.

The legal basis for processing this data is your consent to do so. You can withdraw your consent at any time by notifying us. Our contact details to do so, or for any other queries, are Nantwich Town Council, Civic Hall, Market Street, Nantwich, CW5 5DG.

We will keep your data for one year. Your information will not be shared further.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/> Information you provide will only be used for the stated purpose. Further information about the processing of your data can be found on our website at <http://www.Nantwichtowncouncil.gov.uk>.

You can contact the Town Council's Town Clerk, Samantha Roberts by post at Nantwich Civic Hall, Market Street, Nantwich, CW5 5DG, by email at [samantha.roberts@nantwichtowncouncil.gov.uk](mailto:samantha.roberts@nantwichtowncouncil.gov.uk) , or by telephone on 01270 619224.

Please confirm your consent below. You can grant consent to any or all of the purposes listed. You can withdraw or change your consent at any time by contacting the Council Office.

- We may contact you to keep you informed about what is going on in the Council's area including news, events, meetings and activities. These communications may also sometimes appear on our website, or in printed or electronic form including social media.
- We may use your name and photo in our newsletters, or on our website, or our Facebook page.

**KEEPING IN TOUCH**

- Yes please, I would like to receive communications by email.
- Yes please, I would like to receive communications by telephone.
- Yes please, I would like to receive communications by mobile phone including text message.
- Yes please, I would like to receive communications by social media including Facebook.
- Yes please, I would like to receive communications by post.

If you are aged 13 or under you parent or guardian should fill in their details below to confirm their consent:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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For office use only

Date received \_\_\_\_\_

Reference number \_\_\_\_\_

**Please note completion of this form does not necessarily mean that a grant application will be successful in part or whole. The Town Council may wish to add additional conditions to any grant offer.**