

Bargoed Town Council

Application for Grant Aid

Notes of Guidance for organisations applying for grant aid

These notes should be read prior to completing a grant aid application and in conjunction with the Council's Grant Aid Policy.

The intention is not only to assist the applicant but also to assist the Town Council in their decision- making process.

- 1. As grant aid funding is limited it is important that applicants can provide evidence of the following:**
 - a) Any self-funding the applicant has done or intends to do in support of their project.**
 - b) Details of any applications made to other organisations for funding towards the project.**
- 2. If the application is successful it is conditional upon a written project report being provided within four months of the grant award. Reports must provide a financial breakdown of the project and indicate key achievements.**
- 3. Please use the checklist at the bottom of the application form to make sure you send in all the required information. Your application will not be considered if you do not provide everything requested.**
- 4. Remember to sign the application**

Bargoed Town Council

Application for Grant Aid

All applicants are advised to read the Town Council's Notes of Guidance and Grant Aid Policy prior to completing this form

1. **ORGANISATION REPRESENTED BY THE APPLICANT**

(NB: This will be the name the payment is made to should an award be agreed)

Is the Organisation applying for the grant governed by a Constitution or a Set of Rules? [Please circle as appropriate]

CONSTITUTION

SET OF RULES

2. **CONTACT DETAILS**

NAME:

ADDRESS:

POSTCODE: _____

EMAIL: _____

3. **DETAILS OF ANY PREVIOUS FINANCIAL ASSISTANCE PROVIDED**

Has your organisation received any financial assistance from the Town Council in the past?

YES/NO

If yes, please supply details

Date	Project/Scheme/Event	Amount Received

9. **APPLICATION CHECK LIST:**

- A detailed description of what the Grant Aid will support and identifying how this will benefit the residents of Greater Bargoed
- The most recent income and expenditure account or in the case of a new venture/initiative a fully costed current plan with financial information
- Details of any additional funding secured or applied for, as well as any fundraising carried out
- Have you confirmed that your organisation has either a Constitution or a set of rules?
- It is confirmed that if a grant is awarded, a written report will be provided within four months of the award date.

Signed:

Date:

Name and Position in the Organisation:

PAYMENT DETAILS

Please supply the bank account details that, if successful, the grant aid funding would be paid into by BACS:

Account Name:

(this should be the name of the organisation)

Account Number:

Sort Code:

Email Address (for remittance advice):

Authorised Signature:

Print Name:

Date:

Please note:

The **Payment Details** will only be used by Bargoed Town Council and for security bank details and signatures will be removed from the application before circulation to councillors