

**MALVERN TOWN COUNCIL
SMALL GRANT APPLICATION FORM**

SMALL GRANTS are for amounts up to and including £500.

Please refer to the Town Council's grants scheme guidance notes, available on its website, for further details.

1. About your organisation	
Name of organisation:	
Address:	
Nature of organisation and charity registration number (if applicable):	
VAT registration number (if applicable):	
Date organisation established:	
2. Contact details	
Contact name:	
Position within organisation:	
Address for correspondence:	
Daytime telephone:	
Email address:	
3. About your application	
Amount requested:	£
Briefly outline the reason for your application and how the amount requested will be spent:	

How will the grant benefit Malvern Town residents/the Malvern Town community?		
How many residents of Malvern Town will benefit?		
Have you received any grant funding from the Council in previous years and if so, please detail:		
What is the planned delivery date for the project/activity?		
What arrangements are in place for the delivery and management of this project?		
4. Financial information		
Total cost of your project:	£	
What funding has been secured to date and from where?	£	
If Town Council funding were to be given, are there any funds still to be secured and what are your organisation's plans for raising these?		
	Now	Previous year
Annual income	£	£
Annual expenditure	£	£
Surplus/loss for the year	£	£
Savings/reserves	£	£
5. Bank details		
Does your organisation have its own bank account and manage its own funds?	Yes	No
Sort code:		

Account number:	
Account name:	
6. Supporting information to be included ✓	
Latest available statement of accounts.	
A copy of your organisation's aims and objectives.	
A statement of no more than 500 words explaining how the grant will be beneficial to your organisation and the residents of Malvern Town.	
7. Declaration	
<p>I confirm that I have read and agree to the conditions within the Town Council's grants scheme guidance notes, and that the details given above and in any supporting information are correct to the best of my knowledge.</p> <p>I understand that if successful, I will be required to confirm that any grant money has been spent in accordance with the purpose outlined at section 3 of this form and will provide a written report to the Council by the date requested.</p> <p>I will ensure that the contribution made by the Council is reflected in any promotional materials produced and copies of these and details of any press coverage are forwarded to the Council.</p> <p>In making this application, I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.</p>	
Name:	
Signature:	
Date:	

For more information or to submit your application, contact Deborah Powell on 01684 566667 or dpowell@malvern-tc.org.uk

Grant applications are determined by the Council during public meetings, and this application form will therefore appear in the public domain. If you do not wish for any of your personal contact information to be included in the public papers, please specify when submitting your application.

We will only use your personal information to contact you about your application, and other sources of funding that may be applicable. To find out more, you can view our privacy policy at www.malverntowncouncil.org/policies