

Please include the following with your application:

- ✓ Your constitution or governing document.
- ✓ Up-to-date financial information, including latest accounts and bank statement.
- ✓ A set a basic core policies:
 - ✓ Health & Safety
 - ✓ Equality and Diversity
 - ✓ Safeguarding
 - ✓ Data Protection and GDPR
 - ✓ Risk Management
 - ✓ Complaints Procedure

Does your organisation work in partnership with any other organisations? Yes/No (please circle)

If yes, please give details below:

Please provide details of membership/users:

Number of Members/Users?	Do members/users pay a subscription fee? Yes/No (please circle)	Subscription Fee?
Number of paid employees (if any)?	Number of volunteers?	

What percentage of members/users RESIDE in the Ashington Town Council area?

If the above is difficult to quantify, please use this space to tell us how your organisation serves the residents of Ashington or contributes towards the wellbeing of the town and residents.

Amount of Grant Aid requested

£

Grant Aid can be awarded for specific projects, 'start-up' costs or maintenance/running costs (see Grant Aid Guidelines). **Please give full details of the purpose of your Grant Aid application (continue on a separate sheet if necessary):**

Funding must be spent in the financial year for which it is allocated (unless it is for a long-term project).
Please confirm that this will be achieved or provide an explanation why this may not be the case:

PLEASE COMPLETE THE REQUIRED INFORMATION BELOW:

Funding currently in hand:		Planned fundraising in 2023-24 with estimate of income:		Anticipated Income/Expenditure in 2023/24
	£		£	Income
	£		£	£
	£		£	Expenditure
	£		£	£

Grants are paid after the meeting at which they are agreed, and will, if over £5,000, be paid in instalments. Grants can also be off-set against purchases and as a result save any VAT as the Council can reclaim VAT if we directly purchase the vatable item and the cost is within the award agreed. If you think this would be applicable, please speak to us directly.

Please attach a copy of your latest financial statement together with a copy of your most recent bank statement for each bank account your organisation maintains.

UNRESTRICTED BALANCES MAY BE TAKEN INTO ACCOUNT WHEN AGREEING AWARDS

DECLARATION

- ✓ I confirm that to the best of my knowledge and belief, all the information in this application is true and correct.
- ✓ I agree to any disclosure or exchange of information about this application which Ashington Town Council deem appropriate for the administration, evaluation, monitoring, and publicising of Grant Aid.
- ✓ I understand that acceptance of this application by Ashington Town Council does not in any way signify that the organisation is eligible to, or will receive Grant Aid, or that if successful Grant Aid will be automatically renewed each year.
- ✓ I have included the documents and policies required.
- ✓ I understand the requirement to deliver a presentation for applications over £3,000.
- ✓ I understand that awards over £5,000 will be paid in instalments, and I will be expected to provide reports throughout the year.
- ✓ I have included an up-to-date Financial Statement and copies of bank statements.
- ✓ I understand that the Council will *freeze* or *withdraw* funding or *reject* future applications if Grant Aid conditions are not met and/or there is evidence of unlawful activity, malpractice, or other behaviour that the Council deems improper.
- ✓ I agree to verify that Grant Aid has been spent for the intended purpose, in advance of the Grant Aid cycle for 2024/25 (beginning April 2024).
- ✓ I agree to inform the council of any significant changes to the membership or running of the organisation.

Signed	Print name	Date

FOR OFFICE USE ONLY

Date application received	Application successful? Yes/No	Proposed Award £
Any additional information requested:		