



Middlewich Town Council Grant Application Form

Please use this form to apply for a grant from Middlewich Town Council

Grants can be awarded to voluntary groups, not-for-profit organisations or charities within our local area. All grants are issued at the discretion of the Town Council's Finance Policy and Governance Committee.

Please read our Guidelines document before completing this form

1. ABOUT YOU AND YOUR ORGANISATION

NAME OF YOUR ORGANISATION	
ADDRESS OF YOUR ORGANISATION (Use a home address if applicable)	
POSTCODE	
WEBSITE ADDRESS (if applicable)	
MAIN CONTACT The main contact should be a person who represents the organisation and has detailed knowledge of the project or scheme that funding is being applied for.	
TELEPHONE NUMBER	
EMAIL ADDRESS	
SECONDARY CONTACT	
TELEPHONE NUMBER	
EMAIL ADDRESS	

YOUR ORGANISATION STATUS (please insert a X in the applicable boxes)

REGISTERED CHARITY NOT FOR PROFIT COMMUNITY INTEREST COMPANY START UP
OTHER If you ticked 'OTHER' please briefly explain:

DO YOU HAVE A CONSTITUTION OR GOVERNING DOCUMENT? YES NO

THE PURPOSE OF YOUR ORGANISATION

TELL US ABOUT THE PURPOSE OF YOUR ORGANISATION AND WHAT IT DOES (or intends to do):

HOW IS YOUR ORGANISATION MANAGED/STRUCTURED?

E.g. Do you have a Steering Group/Management Committee and how often do they meet etc

HOW MANY PEOPLE ARE INVOLVED IN YOUR ORGANISATION?

NO OF TRUSTEES/COMMITTEE MEMBERS **NO OF STAFF** **NO OF VOLUNTEERS**

2. BANKING AND FINANCE

DO YOU HAVE A BANK ACCOUNT WITH 2 SIGNATORIES OR MORE? YES NO

CAN YOU PROVIDE A RECENT SET OF ANNUAL ACCOUNTS? YES NO

If you ticked 'YES' please include a copy of your most recent accounts with your application.

If you ticked 'NO' please provide a brief explanation:

ARE YOU VAT REGISTERED? YES NO

Middlewich Town Council pay all awarded grants to organisations by BACS.

If you are awarded a grant please provide the details of the account that the grant would be paid into.

This must be the account of the named organisation unless approved in advance by the town council.

ORGANISATION/NAME ON ACCOUNT:

NAME OF BANK:

BRANCH ADDRESS (Please include postcode)

6 DIGIT SORT CODE

8 DIGIT ACCOUNT NUMBER

3. WHAT DOES YOUR ORGANISATION NEED A GRANT FOR?

Please briefly describe your project and/or service and what the money would be used for:

If necessary, please provide more additional information on a separate A4 sheet.

4. WHAT IS THE TIMESCALE OF YOUR PROJECT AND/OR SERVICE?

Please include start dates and the expected completion date of your project (if applicable)

If you have a work plan please attach this with your application

5. THE COST OF YOUR PROJECT - BRIEF OVERVIEW

TOTAL COST OF YOUR PROJECT	£
OWN FUNDS TOWARDS THE PROJECT (IF ANY)	£
TOTAL CONTRIBUTIONS FROM OTHER SOURCES	£
TOTAL VAT PAYABLE (WHICH CANNOT BE CLAIMED)	£
TOTAL PROJECT COST	£
TOTAL OF GRANT REQUESTED FROM MTC	£

PLEASE PROVIDE DETAILS OF CONTRIBUTIONS FROM OTHER SOURCES

Name OF ORGANISATION	LEVEL OF CONTRIBUTION
1.	£
2.	£
3.	£
4.	£
5.	£

Please provide a more detailed list of project costs, including any VAT incurred, and submit this with your application. This will help us to assess your application more effectively.

6. HOW WILL YOUR PROJECT AND/OR SERVICE BENEFIT MIDDLEWICH?

PLEASE EXPLAIN WHO THE MAIN BENEFICIARIES WILL BE OF YOUR PLANNED PROJECT/SERVICE.
Please include e.g. age ranges, any special needs groups, minority groups etc:

APPROXIMATELY HOW MANY PEOPLE IN MIDDLEWICH WOULD BENEFIT FROM YOUR PROJECT/SERVICE IF YOU WERE TO BE AWARDED A GRANT?

WHICH GEOGRAPHICAL AREA(S) IN, AROUND AND OUTSIDE OF MIDDLEWICH (if applicable) WILL YOUR PROJECT/SERVICE COVER?

TELL US ABOUT THREE BENEFICIAL THINGS THAT YOUR PROJECT AND/OR SERVICE WILL CONTRIBUTE TO OUR LOCAL AREA:

1

2

3

7. HOW WILL YOU PUBLICISE YOUR PROJECT AND ANY AWARDED MTC GRANT?

8. HAS YOUR ORGANISATION RECEIVED AN MTC GRANT BEFORE? YES NO

If 'YES' please provide the date and the amount awarded and a brief explanation of what it was used for: