



## Redenhall with Harleston Town Council

### GUIDANCE NOTES FOR COMPLETING THE GRANT APPLICATION FORM

**This information is aimed at helping you complete the application form correctly, as incomplete forms will be returned for the necessary information to be provided.**

- Complete the form clearly in BLACK INK and BLOCK CAPITALS, as it will need to be photocopied.
- You are advised to keep a copy of the completed form
- All applicants must have a group bank account, the name of which is to be given on page 1. Cheques WILL NOT be made payable to individuals.
- Make sure the contact name on the front of the form is of someone who has authority to act on behalf of the group and answer any queries regarding the completion of the form.
- Where possible, give a telephone number where we can contact you during normal working hours.

**Q1.** Tick all the answers, which are relevant to your organisation or group.

**Q2.** Details relating to what your organisation is trying to achieve - include your priorities for the coming year?

**Q3.** Where relevant, applications must be accompanied by (unless previously supplied):

- a) A formal constitution or written evidence if you are working towards formalising one
- b) A copy of your public liability insurance
- c) Copy of your health & safety policy or a risk assessment of your activity
- d & e) Copies of your child protection policy and/or working with vulnerable adults policy if applicable to your group
- f) a copy of your last years accounts

**Q4.** State the exact amount that you are requesting from the town council

**Q5.** This relates to the breakdown of how you would spend any grant given. If you are applying for a grant to cover a specific item of expenditure complete part b listing the item of expenditure and the amount that it will cost; however if you are applying for a grant as part as a wider project provide an indication of what the grant would be used for.

**Q6.** State the expected number of people who will benefit from the grant.

**Q7.** State the expected number of residents from Redenhall and Harleston who will benefit from the grant.

**Q8.** Indicate how the residents of Redenhall and Harleston will benefit from the grant.

**NB: You must remember to include the documentation as requested under Question 3 together with your completed application.**

return the completed form and supporting information to:

Redenhall with Harleston Town Council  
Memorial Leisure Centre  
Harleston  
IP20 9DD

**The completed form must be signed and dated by a responsible person in your organisation.**

The closing date for all completed applications is usually 30<sup>th</sup> April and 31<sup>st</sup> October each year\*. The decision will normally be given within 2 months

If you have any questions regarding the application form, or would like assistance completing it, then contact: -

Margot Harbour (Town Clerk) at Redenhall with Harleston Town Council on (01379) 854519 or via email [harlestontc@btconnect.com](mailto:harlestontc@btconnect.com)

\*NB: Applications received on 31<sup>st</sup> October will relate to expenditure allocated in the following financial year.