



PRINCES RISBOROUGH TOWN COUNCIL GRANT AWARDING POLICY

Annual Grant Application for Grants over £250

NAME OF ORGANISATION		Numbers of Members
Official / Registered Address of the Organisation		
Address to which correspondence should be sent if different from above		
Contact details of the person completing this application		
Contact name		
Position held		
Daytime telephone number		
Email address		
When was your organisation established		
What is the legal status of your organisation?		please tick one of the following
a) unregistered voluntary or community organisation		<input type="checkbox"/>
b) registered Charity in England or Wales		<input type="checkbox"/>
c) waiting to be registered as a Charity		<input type="checkbox"/>
d) charity recognised by HMRC in Scotland or Northern Ireland		<input type="checkbox"/>
e) exempt / excepted Charity registered in England and Wales		<input type="checkbox"/>
Registered Charity No (if applicable)		
PROJECT		
Project Description		



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Project Background

Project Benefits in relation to Princes Risborough, it's residents and visitors

Total cost of project

£

Grant request total

£

EQUAL OPPORTUNITIES

Equal Opportunities seek to help all people receive fair and equitable access to the services our organisations provide. The Council has a legal duty to promote equality whether on grounds or race, disability, age, gender and other grounds where good relations and the elimination of discrimination can increase opportunities.

Does your organisation have an equal opportunities policy?

If **yes**, please enclose a copy.

Yes

No

FINANCIAL INFORMATION

You must include a copy / extract of your organisation's latest annual accounts with this application

If your accounts show a one off or accumulated surplus, please state how much and what you plan to spend it on



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If your organisation has financial reserves, for what purpose are they held?

If your reserves or surplus are more than the amount of grant you want, please explain why you are making this application.

Please attach an additional sheet(s) (if required) to include any other supporting information in respect of this application.

DECLARATION

Please read the following declaration carefully and sign it. The conditions will apply to you if your application for a grant is successful.

I accept the following conditions will be attached to any funding received.

All the organisation's promotional material will acknowledge the support of Princes Risborough Town Council. If the Council Crest or logo is to appear on your literature, assistance on correct usage can be obtained from the Town Council on 01844 275912 or email towncouncil@princesrisborough.com

Signed.....

Name

Position within organisation.....

Date

Princes Risborough Town Council is a data controller under the Data Protection Act. We hold information for the purposes specified in our nomination to the Information Commissioner and may use this information for any of them. We may get information about you and others, or we may give information to them. If we do it will only be as the laws permits, to check the accuracy of information, prevent fraud or detect crime or to protect public funds.



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Please send your completed application form together with:-

- Equal Opportunities Statement
- Annual Accounts Statement

If you require assistance in completing the application form or submitting the supporting information please contact the Clerk to the Council:

Susanne Griffiths, Princes Risborough Town Council, Princes Centre, Clifford Road, Bucks HP27 0DP. Tel: 01844 275912 Email: towncouncil@princesrisborough.com