



## Selby Town Council: Grant Application Form

Note: Please ensure that you use this form and answer every question. If you fail to do so, Selby Town Council reserves the right not to consider your application. You may supply further information in support of your application but, in most circumstances, Selby Town Council will use the information on this form (plus required attachments) – so it is in your own interest to include all relevant details on this form.

Name of Organisation:
Contact Name: Position: Address:  Daytime Tel No: Fax No: E-mail:
How much funding would you like from Selby Town Council?
For what specific purposes do you want this funding? (up to 300 words)
You will acknowledge the funding provided by Selby Town Council on your website (an electronic logo will be provided should you be successful), on any letter headed paper and other relevant paperwork.

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1: for national / regional organisations – please provide details relating to your local branch  
2: Selby Town Council have stipulated that any grant funding from Selby Town Council must be acknowledged in some way (eg by inclusion of a statement on your letterhead, on your website). If an organisation requests further funding from Selby Town Council, you are required to provide evidence that any funding you have previously received has been acknowledged, otherwise future funding may be refused.



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What grant funding have you received from Selby Town Council in the past five years (specify amounts, dates and purpose of grant) (see note 2 below)

£..... in 2017.... For .....

£..... in 2016.... For .....

£..... in 2015.... For .....

£..... in 2014.... For .....

£..... in 2013.... For .....

What is your charity number (insert N/A if not applicable)?

What are the general aims and objectives of your organisation? (up to 150 words, or your organisations mission statement may be attached with the application form)

How would these funds make a difference to your organisation and its users? (up to 500 words)

Describe the types of users this funding will benefit (eg gender, age group, ethnicity, socio-economic background in bullet points)

How many members / users does your organisation<sup>1</sup> have in total?

How many members / users live in Selby Town  
(note – this **excludes** Brayton, Barlby etc)

How much do you charge for membership / use?

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What are the criteria for membership / use of your organisation? (eg gender, age group, ethnicity, socio-economic background) (up to 100 words)	
Your organisation's total income in your last accounting year <sup>1</sup>	£
Your organisation's total expenditure in your last accounting year <sup>1</sup>	£
Please calculate total income minus total expenditure	£
Total balances / reserves / bank balance of your organisation at the end of your last accounting year <sup>1</sup> ?	£
Where are your offices based / where are meetings held <sup>1</sup> ?	
Please detail below anything else you wish to tell us in support of your bid. Continue on a separate sheet if necessary. (up to 500 words)	
<b>Please indicate who the cheque should be payable to, if successful.</b>	

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### Declaration

I declare that the details I have provided are true and correct to the best of my knowledge.

Our organisation agrees to be bound by the terms and conditions outlined in this application form and any other conditions which Selby Town Council imposes at the time of awarding the grant.

Signed:

Position held:

Date:

### Checklist:

All questions have been answered	
Declaration signed	
Copy of latest audited / approved accounts and previous two years accounts attached. Should the organisation only be run for one year please include the organisations business plan and cash flow forecast.	
Evidence of acknowledgement of funding attached <sup>2</sup>	

**The application will be considered at the Selby Town Council meeting to be held on Monday 9 April 2018. The decision of the Council is final and there is no appeals process. No correspondence will be entered into from applicants that are unsuccessful.**

**This form must be fully completed and returned with all the necessary documentation by 12 noon on 30 March 2018. Late applications will not be considered.**

**Please return to: Town Clerk, Selby Town Council, Town Hall, York Street, Selby YO8 4AJ**

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### Terms and Conditions

Selby Town Council (STC) reserves the right to grant the amount requested, grant any amount up to that requested or to refuse any grant application. STC may also award a grant subject to meeting additional criteria or the satisfactory answers to supplementary questions.

Failure to answer any of the questions on this form or to supply the information required may result in automatic disqualification from any grants

By signing this form, you are certifying that all answers are true and correct to the best of your knowledge. If any of your responses are found to be untrue STC reserves the right to take action to reclaim any grant awarded.

All grant funds awarded must only be used for the specific purposes stated in the 12 months following the award. Grant funds awarded must NOT be used for any other purpose. If your organisation finds it is unable to use the funds for the purpose stated, STC reserves the right to reclaim the grant from you.

However, if your organisation finds that it is having genuine difficulties using the funds for the specific purposes stated, please get in touch with STC. Where appropriate, we will try to agree alternative uses of the funds with you. Only after such a written agreement from STC is obtained may you use the funds for the alternative uses. It is in your own interest to discuss this with STC at the earliest opportunity – otherwise STC reserves the right to reclaim the money back from you.

Your organisation is responsible for acknowledging the contribution made by STC as stated in your responses, and for meeting the cost of such acknowledgement.

If your organisation fails to comply with these terms and conditions, STC reserves the right to take action to reclaim the amount awarded and to refuse funding in future years.

We will not provide funding retrospectively.

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