



Grant Application Form

This application form is designed in Microsoft Word. The document is unprotected, allowing you to add rows to tables if necessary. Please do not alter the format or the content as this may void your application. This form is for an application for a grant of **up to £5,000**. Please read the guidance that supports the application form before you start filling it in. If you have any queries or require assistance with this form, please contact us before you submit the form. If you need any assistance with completion of this form, we are happy to help you, please contact by email to office@penrithtowncouncil.gov.uk or call: 01768 899773.

Section 1 – Your organisation

This helps us understand the type of organisation you are.

Contact Information

Please provide details for two senior contacts. This person will be legally responsible for the funding. They cannot be married to, in a civil partnership with, in a long-term relationship with, living with, or related to the main contact. Please enter below the details of the best person to contact to discuss this application.

		PTC only	
Organisation Name: This must be as shown on your governing document.		1.	
Full Name of Main Contact:		2.	
Position in the Organisation:		3.	
Email: We will use this email address to contact you throughout the assessment process. Telephone: This is the telephone number we will use if we have any questions regarding your application.		4.	
Address: We will use this address for all correspondence.		5.	
Full Name of second contact:		6.	
Position in the Organisation:		7.	
Email:		8.	
Address:		9.	

		PTC only	
Organisation E-mail Address: Please enter the general email address for your organisation. Unless necessary, this will not be the email address we will use to contact you about your application.		10.	
Website Address if applicable:	www.	11.	
If your organisation uses a different name in its day-to-day work please state here? This is how you might be known if you are not just known by your legal name (the legal name is on your governing document:		12.	
When was your organisation set up? This is the date your organisation took on its current legal status. It should be on your governing document. If you do not know the exact date, it can be an approximate date.		13.	
Base of operations if different from postal address:		14.	

PTC only

Please indicate with a tick if you are a



Penrith Community Group - Unregistered voluntary or constituted community organisation		15.	
Not-for-profit company		16.	
Registered charity (unincorporated)		17.	
Charitable Incorporated Organisation (CIO or SCIO)		18.	
Community Interest Company (CIC)		19.	
School		20.	
Other (please state)		21.	
Companies House number:		22.	
Charity registration number:		23.	
VAT registration number (if applicable):		24.	

Note – if you are applying on behalf of a national organisation the activity which you seek financial assistance must be delivered fully within the Parish of Penrith.

Organisation Governance

Do you have a constitution or similar governing document?



YES	
NO	

PTC only	
25.	

Give a brief description of your organisation.

Briefly describe the range of services your organisation provides and what you do on a daily basis - **300 words**.

PTC only	
	26.

How is your organisation managed and what governance have you in place?

Describe the frequency of your meetings, how you record your meetings, who attends meetings, who decides your activities, how you promote your group, share its achievements and monitor finances - **300 words**.

PTC only	
	27.

What is the purpose or charitable objectives of your organisation?

Who is your work designed to support and what are their needs?

Describe the circumstances or protected characteristics of the people you are supporting and the issues and challenges they face. **-200 words**

	PTC only	
	28.	

Please describe the membership of your organisation.

This must include the number of either/and officers, trustees, directors, staff, volunteers, membership breakdown for instance juniors, seniors and the geographical area your membership is drawn from. **- 200 words**

	PTC only	
	29.	

Section 2 Your Project

What would you like to do?

Please describe your project. This should explain the objectives of the project and benefits to the Penrith community. Here are some ideas of what to tell us about your project:

- What difference your project will make?
- Who will benefit from it?
- How long you expect to run it for. This can be an estimate.
- How you will make sure people know about it
- Is it something new, or are you continuing something that has worked well previously? We fund both types of projects.

You can write up to **500 words** for this section.

	PTC only
	30.

How does your project meet our funding priorities?

We fund projects and organisations based or delivered in Penrith which aim to:

(Please indicate which of these aims your project will address by ticking the box alongside each aim)

- ☐ Improve resources, opportunities, places, and spaces.
- ☐ Start, rejuvenate, or enhance projects that matter to local communities.
- ☐ Support people, communities and organisations that are facing increased demands and challenges.
- ☐ Addresses climate change mitigation in accordance with the Council's Climate Strategy.

Please explain how your project will meet these funding priorities and bring direct benefit to the residents of Penrith?

You can write between **up to 350 words** for this section.

	PTC only	
	31.	

Section 3 Community Benefit

Please explain how your project involves your community?

What do we mean by community?

- People living in the same area.
- People who have similar interests or life experiences but might not live in the same area.
- Even though schools can be at the heart of a community, we will only fund schools that also benefit the wider communities.

Tell us how your community came up with the idea for your project. We want to know how many people you’ve spoken to, and how they’ll be involved in the development and delivery of the project.

Here are some examples of how you could be involving your community:

- Having regular chats with community members, in person or on social media
- Local community membership of your organisation
- Regular surveys
- Running events

You can write between **up to 300 words** for this section.

	PTC only
	32.

What changes do you expect to see because of this funding?

What changes or benefits will there be to the lives of people you help as a result of your services? Why do you believe your work makes a difference? -**300 words**

	PTC only	
	33.	

If the Council were unable to fund your project, what would the impact be? -300 words for example, would your service not be able to reach all your beneficiaries?

	PTC only	
	34.	

Section 4 Grant Request

List the costs you would like us to fund:

For grants of more than £1,000 you need to demonstrate that you have sought match funding which means that you have applied to other organisations for grants. You need to tell us that this is in the process of being sought or is already committed. Where these requirements are not met, a clear reason should be given in writing with the application.

		PTC only	
A. Total project cost: This is the cost of everything related to your project, even things you are not asking us to fund.	£	35.	
B. Confirmed financial contributions from other sources.	£	36.	
C. Unconfirmed financial contributions from other sources.	£	37.	
D. Grant amount requested from Penrith Town Council.	£	38.	
When will you spend the money You have 12 months from grant award to spend the money	Date:	39.	

Provide information of confirmed financial contributions from other sources: List the organisations you have applied to and for how much they have approved. Include any financial contribution from your own organisation. The total figure should match that in (B.) above		PTC only	
Name of grant awarding body:	Amount (£)	40.	
	£		
	£		
	£		
	£		
TOTAL	£	41.	

Provide information of unconfirmed financial contributions from other sources: List the organisations you have applied to and for how much and are awaiting a decision. The total figure should match that in (C.) above.		PTC only	
Name of grant awarding body:	Amount (£)	42.	
	£		
	£		
	£		
	£		
TOTAL	£	43.	

Provide information on any in-kind contributions. An in-kind contribution is a contribution of a good or service other than money. Some examples include volunteer labour, donated goods or donated professional advice. Please list any in-kind contributions. Volunteer labour can be shown at £15 per hour, professional labour at £50 per hour and donated goods at the price you would ordinarily pay for them. (Example 5 hours x £50 =£250 – Architect professional labour)		PTC only	
In-kind Contribution description	Amount	44.	
Volunteer Labour	£		
Professional Labour	£		
Donated Goods	£		
TOTAL	£	45.	

List the costs you would like us to fund.

You should use budget headings, rather than a detailed list of items. For example, if you are applying for pens, pencils, paper, and envelopes, using 'office supplies' is fine. Please enter whole numbers only without VAT and with VAT Please be as detailed as possible. The sum of the items should match the amount requested from the Town Council. The total should match that in (D) above.

				PTC only	
				46.	
ITEM	SUPPLIER	BEFORE VAT	VAT	TOTAL WITH VAT	
TOTAL					

Section 5 Bank details

Please provide your bank details. Before you submit your application, you will need to attach a copy of a bank statement that is less than three months old.

Is your bank account in the name of your organisation?

Please tick the statement below which applies to your project:

☒

YES	
NO	

PTC only	
47.	
48.	

Does it require at least two signatories?

Please tick the statement below which applies:

☒

YES	
NO	

PTC only	
49.	
50.	
51.	
52.	
53.	
54.	
55.	

Account Name:		
Sort Code:		
Account Number:		
Bank/Building Society Name:		
Confirm you have provided a copy of your account statement that meets our criteria	YES	NO

Please note that grants are paid electronically into your organisations account, and it is essential that this information is accurate and that you provide a copy of a recent bank statement or e-statement with this application.

Section 6 Equality, Diversity, and Inclusion

We want to hear more about the people who will benefit from your project.

Is your project aimed at a specific group of people or is it open to everyone? If at least 75% of the people you support share characteristics, then your project is for a specific group.

Your specific group may share one or more characteristics. For example, if 80% of the people you work with are female refugees, this means you support a specific group of people. In this example, they share two characteristics — women and refugees.

We know this can only be an estimate. We understand that this may be difficult to work out exactly, especially if this is a new project.

Please tick or cross the statement below which applies to your project:

	✓	PTC only	
My project is aimed at a specific group of people.		56.	
My project is open to everyone.		57.	

Who is your project for?

If 75% or more of the people supported or benefitting from your project come from one specific group, tell us who they are. If you select an option, we will ask you to tell us more about that group.

Please tick the statement below which applies to your project:

	☑	PTC only	
Communities experiencing ethnic or racial inequity, discrimination, or inequality.		58.	
People with disabilities or challenges		59.	
Older people (65 and over)		60.	
Younger people (under 25)		61.	
Women and girls		62.	
LGBTQ+ people		63.	
People who are educationally or economically disadvantaged		64.	
Specific groups that are not included already:		65.	

Section 7 Terms and Conditions

In order to submit your application, you will need to agree to our terms and conditions.

- ❖ You have been authorised by the governing body of your organisation (the board or committee that runs your organisation) to submit this application and accept the Terms and Conditions on their behalf.
- ❖ All the information you have provided in your application is accurate and complete; and you will notify us of any changes.
- ❖ You understand that we will use any personal information you have provided for the purposes described under our Data Protection and Privacy notice.
- ❖ You accept that if information about this application is requested under the Freedom of Information Act, we **will release it in line with our Freedom of Information policy.**

		PTC only	
Full Name of person completing this form:		66.	
Position in organisation:		67.	

Declaration

When the application form has been completed, the authorised Trustee or Official of the applicant organisation must sign the declaration below.

I (**BLOCK CAPITALS**) _____

am an authorised representative of and to the best of my knowledge the information provided by my organisation and within this application is correct. If Penrith Town Council agrees to make a grant, this will be used exclusively for the purposes described in this application.

		PTC only	
Signature:		68.	
Date:		69.	

All applications must be marked "**GRANT APPLICATION**" and sent to:
Penrith Town Council, Unit One, Church House, 19-24 Friargate, Penrith Cumbria, CA11 7XR **Or by Email:** office@penrithtowncouncil.gov.uk

Data Protection and GDPR

The information you have provided in the application will be used only for the purposes of considering, determining and processing the application and in connection with any grant that is approved. The information will be retained for 6 years with the Town Council's financial records. All personal data will be held securely and will not be shared with a third party. The lawful bases which the Town Council will rely on to process any personal information are your consent and that the Council has a legitimate interest in processing it and requires to do so to perform a public task.

How did you hear about our grants scheme?

Please tick any that apply:



Facebook	
Instagram	
Town Council website	
Town Council Newsletter	
Poster	
Press article	
Friend or family/word of mouth	
Other	

Checklist

Check all the questions have been answered comprehensively.

Provide:

- Copy of a recent bank statements/building society or e-statement – no older than the last three months
- Full contact details for the applicant as well as any registered address for the organisation should be supplied.
- If you are not a registered charity, a copy of the constitution for the organisation if available.

Next Steps:

- Your submitted application will be acknowledged by email once received by the Council.
- Your application will be reviewed by officers.
- If your application is either incomplete insufficient in detail or not eligible we will write to you within 14 working days of acknowledging receipt of your application.
- Your application will be assessed by a panel of officers.
- You will receive a decision on the outcome of your application in writing.