



## Cromer Town Council Grant Application Form

What grant are you applying for  Firework grant  Town Council grant

Name of Organisation	
Type of Organisation	

What is the main purpose / Function of your organisation

Contact Details:

Name	
Position	
Postal Address	
Post Code	
Email Address	
Telephone	
Website	

Name of Project	
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Total cost of project	£	Amount applied for	£	Percentage of grant	%
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Provide a short summary of the project and why the grant is needed

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Explain how your project will benefit the residents of Cromer

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**Rationale for grant request**

Explain what will happen to the project if grant funding is not offered

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**When will the project take place?**

Start Date	
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Finish Date	
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If the project includes an event, are you aware of it conflicting with any other event taking place in Cromer.

Yes / No

If Yes, which other event is taking place in Cromer and who is organising it.

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**Please provide a budget breakdown of the total project costs and specific expenditure that the grant would fund**

Expenditure	Amount
Total Expenditure	

**Other Funding**

Source of Funding	Details of the project funded or applied for	Amount of funding (£)	Date of funding award or expected decision	End date of project (if applicable)

In what way will the project
Increase opportunities for people to get involved in or feel more a part of their community
How will you publicise and promote the project?

How would you acknowledge the award from Cromer Town Council if successful?

Display a plaque	
Display Logo on any publicity/ correspondence material	
Other	

Please specify

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## Checklist

Who Can Apply	Yes/No
Does your organisation have a constitution? Please supply a copy of the Constitution and Annual Accounts if available	
Activities will benefit the community of Cromer	

Grant Conditions	Yes/No
Grant will be spent within 12 months from receipt of the grant for the purpose for which it was given	
The Grant will not cover any money already spent on this project by the date this form is signed.	
The grant will not be used for any political activities, commercial ventures or projects for private gain	
Copies of any quotations for work is included with the application.	
Those organisations already in receipt of money from the Town Council's mainstream budget will not be given priority in the allocation of grants.	

- Organisations are not restricted to the number of grant application submitted to the Council for grant-aid over a period of time, however the history of previous applications will be taken into account in the decision making process.
- The giving of a grant one year does not set a precedent for another year.
- The Council will only in exceptional circumstances award grants to an organisation which itself awards grants to others.
- The Council does not normally give grants to regional or national charities unless a direct benefit to Cromer can be shown.
- The Council does not expect to fund the entire project for which the grant assistance is being sought.
- The date the grants are awarded varies each year.

## Declaration

Please ensure that you have answered all the questions on the application form and attached all supporting documentation required on the checklist otherwise your application cannot be considered.

- I as the main contact named on this application form am authorised to apply for a grant from Cromer Town Council on behalf of the organisation.
- I understand that if I make any seriously misleading statements (whether or accidental) at any stage during the application process, or knowingly withhold any information, this could make the application invalid and the organisation could be liable to repay any funding which they may already have received.
- I confirm that the organisation has the legal power to set up and deliver the project described in this application form.

- I understand that part or all of the information provided may be held electronically. This information will be used for the administration of applications and grants and for statistical analysis. This information may be shared with individuals or organisations that may be consulted when assessing applications, verifying data and monitoring grants.
- I understand that if information about this application is requested under the Freedom of Information Act that Cromer Town Council may release it.
- I understand any publicity related to a grant awarded may be used by Cromer Town Council.

Signature

Name

Position in Organisation

Date of Application

**Please keep a copy of this application**

Please send your application together with supporting documentation to:

The Clerk  
Cromer Town Council  
North Lodge  
Overstrand Road  
Cromer  
Norfolk NR27 0AH  
Telephone : 01263 512254  
Email: [clerk@cromer-tc.gov.uk](mailto:clerk@cromer-tc.gov.uk)