# **Community Grant application form**

This form is for groups and individuals who would like to apply for a community grant to support a project or proposal in Bradford on Avon.

Projects or proposals should benefit the whole of the town or a section of the community. Applications that only support single individuals or landholders in meeting their own obligations will not be considered.

Proposals should not normally be used to support the operational running costs of groups or organisations, but could be used to extend the provision of a service (or enhance a service).

Before completing this form, please ensure you have read the town council’s [Grants Policy](https://bradfordonavontowncouncil.gov.uk/wp-content/uploads/2023/08/Grants-policy.pdf).

In some cases we may request further information about your proposal.

## **About you**

These details will be used to keep in touch with you as we go through the proposal process – and will help us to assess your application in the most appropriate way.

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Preferred telephone number: |  |
| Email address: |  |
| Best time(s) of day for meetings: |  |
| Do you or any of your family work at the town council, or serve as councillors? |  |
| If you’ve already discussed your proposal with a town councillor, please tell us who this was: |  |
| Are you involved in or representing a community group or a group of residents in submitting this proposal? If so, please give details. | |
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## **About your project/proposal**

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| --- |
| Please give a summary of what it is you would like to do. |
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| What support would you like from the town council? (Financial, use of venue etc) |
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| Tell us how your proposal will benefit the community. |
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| Are there any specific outcomes you would like to see from your proposal? |
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## **Resources and funding**

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| --- | --- | --- | --- | --- | --- |
| What type of resources will your project or proposal need? Time, money, staff time, etc. | | | | | |
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| If you are applying for a specific sum of money from the council, please confirm how much and how the money will be spent if your application is successful. | | | | | |
|  | | | | | |
| Either here or in a separate document, please provide us with a full (itemised) breakdown of the costs of your project or proposal. | | | | | |
|  | | | | | |
| Have you or your group previously received a grant or other monies from the town council?  If yes, please give details, including what was achieved using those funds: | | | | | |
| Year | Amount awarded | | What was the grant for – and what were the outcomes | | |
|  |  | |  | | |
| If you are a constituted community group or charity, please confirm: | | | | | |
| Current bank balance: | |  | | Reserves: |  |
| Annual running costs: | |  | | Amount of other grants applied for: |  |
| Is this part of a match-funding grant application? If so, with whom and for how much? | | | | | |
|  | | | | | |

**Returning your form**

Please return your form and any supporting documents to our Kingston House office:

**Bradford on Avon Town Council**

Kingston House

Kingston Road

Bradford on Avon

BA15 1ES

Alternatively, you can send us your form and supporting documents by email to: [office@bradfordonavontowncoucil.gov.uk](mailto:office@bradfordonavontowncoucil.gov.uk)