



# Grant Application Form

Please complete this form as clearly as possible. You may continue onto additional sheets if necessary, but please indicate where you are doing so and ensure they are securely fastened to this form on submission.

## Applicant Details

### A1. Name of Club/Organisation

Please give the name of your organisation as it appears on your constitution or set of rules.

### A2. Name of Contact

This should be the main contact in respect of this application.

### A3. Address

This should be the address of the organisation or the main address for correspondence.

### A4. Additional Contact Details

Please provide daytime contact details for your organisation.

Phone:  
Mobile:  
Email:

### A5. Club/Organisation Description

Briefly describe your organisation's activities. Please include your aims and objectives and tell us how long your club/organisation has been in existence.

**A6. Link to the Sandown Community**

Briefly explain how your organisation is linked to Sandown and supports its Community.

**A7. Membership**

Total Membership:	..... Adults	..... Children
Sandown Residents Membership	..... Adults	..... Children

**A8. Registered charity**

If yes, charity registration No:

**A9. VAT registered**

If yes, VAT No:

**Grant Details**

**B1. Description**

Please briefly describe the project, scheme or service for which this grant is intended. Only applications for specific projects will be considered. Expenses linked to the day to day running of an organisation will not be funded.

## B2. Grant Beneficiaries

Please indicate which sections of the community will benefit from your project.

## B3. Timeline

Please indicate when the project will start. Grant funds will not be released earlier than 3 month before the start of the project. This also applies to events.

## Funding Details

### C1. Total Cost

Please use the table below to provide an itemised breakdown of the expenditure for which this grant is being applied for. This must include evidence (i.e. suppliers' estimates or price lists) of the likely cost of all items of expenditure, e.g. goods, labour or facilities.

Item	Costs
	£
	£
	£
	£
	£
	£
	£
	£
Total:	£

### C2. Additional Funding

Please give details (including amounts and dates) of all other sources of funding you have secured for what this grant is going towards. This may include funding received from other bodies applied to for grant aid, own funds that will be contributed towards the project and contributions in kind received for this purpose. Sandown Town Council will usually not fund more than 50% of a project.

### C3. Previous Applications

If your organisation has previously applied for a grant from Sandown Town Council, please provide the grant ID and details of the grant and what it was used for.

**Additional Information**

D1. Additional Information

Please use this section to provide us with any further information you feel is important to the consideration of your claim.

D2. Checklist

In order to consider your claim for a small grant the following materials must be submitted to Sandown Town Council with this completed form:

- A copy of your club/organisation’s constitution or set of rules**
- A copy of your bank statement and recent accounts**
- A copy of any quotations as specified in section C1**

## Declaration

I certify that, to the best of my knowledge, all the information I have given in this application is correct and understand that any grant awarded and used for any other purpose than that detailed in this application or unused within 6 months must be returned in full to Sandown Town Council as set out in the Application Guidelines.

Signed

Date of Application

Name (in capitals)

Position in Club/Organisation

Please return completed forms to:

Town Clerk  
Sandown Town Council  
The Broadway Centre  
S1 Broadway  
Sandown  
IW  
PO36 9GG

Email signed forms to: [admin@sandowntowncouncil.gov.uk](mailto:admin@sandowntowncouncil.gov.uk)