

# **APPLICATION FOR GRANT FUNDING FROM BILLERICAY TOWN COUNCIL**

**Applications can only be accepted if the following guidelines are fulfilled:**

- ◆ Grants will be made to schemes which benefit the local community and the project must be undertaken within the Town Boundary. Organisations based in Billericay will receive priority over regional or national bodies.
- ◆ Grants will be made towards capital expenditure only and will not be paid retrospectively.

## **THE APPLICATION PROCESS**

- ◆ Applications must be submitted on the prescribed form, which can be obtained by contacting Billericay Town Council.
- ◆ Applications can be submitted at any time and will be presented to the next appropriate meeting of the Finance & General Purposes Committee. These meetings are open to the public and a schedule of meetings is published in the Town Crier, on the website and on the noticeboards.
- ◆ If the application is in respect of building works or the supply of goods, once consent has been approved by the Town Council payment will be made upon completion of the works and copies of appropriate invoices forwarded to the office.
- ◆ Where the work has not commenced or the goods obtained within two years of the offer being made, the offer shall lapse.
- ◆ A copy of the last financial year's audited accounts must be forwarded with the application. (Applications not complying will not be considered unless the organisation is newly constituted).

## GRANT FUNDING APPLICATION FORM

Questions should be answered as fully as possible. Please do not leave boxes blank – state “not applicable” if a particular question is not relevant to your organisation or project. You are welcome to provide documentary evidence to support your application, but **please do not** use it in place of answering a question (e.g. **do not** write “see attached annual report”). Incomplete application forms will be returned to the applicant for amendment and resubmission. Please write clearly in black ink or type and continue onto a separate sheet where necessary. A copy of this form is available on e-mail or in larger print upon request. If you require assistance in completing this form please contact the Town Council.

1. Full Name of Organisation

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2. Contact Name:

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3. Position held within  
organisation:

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4. Correspondence address:

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5. Daytime telephone number:

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6. Please state the nature of  
your organisation (please  
tick any boxes which apply)

- Voluntary Organisation     Welfare Organisation  
 Sports Organisation         Cultural Organisation  
 Not for Profit Organisation  Social Organisation  
 Other (please specify) .....
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7. Please describe the main  
activities of your group and  
the services you provide:

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8. Please describe the project  
for which you are applying  
for funding: (if required  
continue on a separate  
sheet)

9. Estimated total cost of the project: (please specify what the funds will be used for, where possible)

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10. Please give details about how your organisation will obtain the balance of funding for the project:

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11. Has your organisation Received a grant from Billericay Town Council in The past:

**YES/NO**

Date Project Details

Amount

If yes, please give details

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12. Please give details of any grant received from other local authorities over the last two years:

Date Project Details Local Authority Amount

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13. Please give details of contributions offered or expected from other sources of funding:

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14. Please state the total amount of grant required from Billericay Town Council:

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15. What is the anticipated start date of the project (or actual date for the project):

16. Please describe the benefits offered to the community by the project for which you are applying for funding:

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17. If a grant is offered to your organisation, to what name should the cheque be made payable:

### DECLARATION

I confirm that I am making this application on behalf of the aforementioned organisation, and that the information I have supplied is, to the best of my knowledge, true and correct. I will inform Billericay Town Council as soon as possible if the information contained within this application changes in any way. I confirm that any funding offered will be used solely for the purposes specified in the application. I confirm that my organisation will comply with any terms and conditions imposed upon an award by Billericay Town Council, and understand that repayment of a grant may be necessary if these conditions are not fulfilled.

Signed: ..... Date:.....  
(to be signed by the person named in question no. 2)

**Please return the completed form to: The Town Clerk, Billericay Town Council, The Chantry Centre, Chantry Way, Billericay CM11 2AP**