

**IVYBRIDGE TOWN COUNCIL**  
**GRANT APPLICATION FORM**



Ivybridge  
Town  
Council

**Round of grant consideration: April or October**

See website/Facebook page for grant application deadlines

**1. Name of organisation applying for grant:**

**2. Person making this application**

Name:

Position in organisation:

Contact address:

Phone number:

Email address:

**3. What type of organisation are you applying as, e.g. registered charity, constituted club, etc**

If registered charity, please provide charity no.

**4. Amount of grant requested**

Please see Grant Policy for current limits

Total cost of project/activity: £

Amount of grant requested from ITC: £

If the council is not able to award the whole amount, what is the minimum amount you need?

£

Please give the names of all other bodies who are being approached for funding in the form of a grant or other financial support, together with the amounts, and indicate if they have confirmed or if pending (if confirmed, please provide proof, e.g. offer letter):

Where will you see the rest of the cost of the project/activity from:

**5. Please indicate all previous grants awarded by ITC**

**6. Please itemise how the value of the grant will be spent, should you be successful:**

**7. Please explain clearly how the project/activity you are seeking funding for will contribute to the social, economic and/or environmental wellbeing of Ivybridge, including how many members of your organisation are from Ivybridge and how many Ivybridge residents will benefit directly from the project or purchase. You should relate this to the introduction in the policy.**

Please include:

- i. The name of the project/activity
- ii. How you will work with other organisations
- iii. How you will promote your project/activity
- iv. The number of people it will benefit – identifying number of Ivybridge residents
- v. What your indicators of success will be
- vi. A timeline for the project/activity
- vii. Details of how the project will be evaluated
- viii. How 'best value' will be demonstrated

7 continued ....

**8. Plans for ongoing funding of the project/activity. How do you intend to continue this project/activity once the grant has been used?**

If a one-off project/activity, then please explain the long-term benefits to the town

**9. You must include the following documents with your application:**

1. A copy of the organisation's up to date accounts, showing any balances in hand, together with a prediction of anticipated expenditure to be incurred in the coming year (ITC accepts that newly-formed organisations will have limited financial information available, and will take this into consideration and nothing in the Grants Policy will prevent a grant being made to a new community activity or organisation within the town)
2. A copy of a bank statement from the last 3 months
3. A list of the committee members
4. A copy of the governing document, i.e. constitution, set of rules, articles or memorandum of understanding
5. Copy of safeguarding and equalities policies, or statements, appropriate to the size and activity of the organisation

***We wish to apply for a grant for the above-mentioned purposes. We confirm that the organisation we represent will comply fully with the Grants Policy of ITC, and will provide an evaluation of the way in which the grant was used and the benefits achieved from it - using the Grant Feedback Form provided.***

***We confirm that the organisation will acknowledge ITCs support and show in future accounts the full amount of the grant received from ITC.***

Signed:  
(Chairperson or head of the applying organisation)

Name:

Position:

Date:

Signed:  
(Person making the application or other authorised person)

Name:

Position:

Date: