

**APPLICATION FOR GRANT AID 2024/2025**

**NB** – Grant recipients will be asked to provide a display stand at the Annual Town Meeting [**Monday 17<sup>th</sup> March 2025 at 7pm**] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

*A copy of the guidance notes for completing this form is attached. You are advised to read this when completing the form. Please use **BLOCK CAPITAL LETTERS***

**PART 1 – YOUR ORGANISATION**

ORGANISATION

NAME OF CONTACT

ADDRESS OF CONTACT



	POSTCODE
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TELEPHONE NO: DAYTIME

EVENING

EMAIL ADDRESS

ARE YOU A REGISTERED CHARITY?  
Please provide registration number

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

DO THE ORGANISATION'S ACTIVITIES SEEK TO MAKE A POSITIVE IMPACT ON THE ENVIRONMENT? PLEASE GIVE DETAILS.

DOES THE ORGANISATION ITSELF ADOPT ENVIRONMENTAL POLICIES FOR REDUCING GREENHOUSE GAS EMISSIONS AND/OR INCREASE BIODIVERSITY? PLEASE GIVE DETAILS OF POLICIES AND AIMS.

HOW DOES THE ORGANISATION ENSURE THAT THOSE WHO ARE DISADVANTAGED HAVE ACCESS TO SPORTS AND COMMUNITY ACTIVITIES. PLEASE GIVE DETAILS.

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE	A) PAID	
	B) VOLUNTEERS	
	C) MEMBERS LIVING WITHIN SEVENOAKS TOWN	
HOW MANY BENEFICIARIES LIVE WITHIN SEVENOAKS TOWN? [See Guidance Notes]		

**PART 2 – GRANT REQUEST**

AMOUNT OF GRANT APPLIED FOR

£

PLEASE DESCRIBE YOUR PROJECT

PLEASE EXPLAIN FOR WHAT AND WHEN YOU WILL BE USING THE GRANT

**PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED**

DOES YOUR PROJECT COVER A GEOGRAPHICAL AREA BEYOND THE PARISH OF SEVENOAKS TOWN COUNCIL? (See map attached at the back of this form)

YES / NO

IF YES, HAVE YOU ALSO CONTACTED THE RESPECTIVE PARISH COUNCILS OUTSIDE THE SEVENOAKS TOWN WARDS FOR GRANT FUNDING?

YES / NO

PLEASE PROVIDE DETAILS OF WHICH OTHER TOWN OR PARISH COUNCILS YOU HAVE CONTACTED AND SUMS REQUESTED & AWARDED:

**PART 4 – TO BE COMPLETED BY ALL APPLICANTS**

HAS YOUR ORGANISATION APPLIED ELSEWHERE  
FOR A GRANT FOR THIS PROJECT

YES / NO

IF YES, PLEASE GIVE DETAILS

YOU ARE INVITED TO GIVE ANY ADDITIONAL INFORMATION WHICH MIGHT ASSIST THE  
COUNCIL IN CONSIDERING THE APPLICATION

PLEASE STATE BALANCES IN HAND AT  
END OF LAST FINANCIAL YEAR

HOW MANY MONTHS OPERATING COSTS  
DOES THIS REPRESENT?

HOW MUCH HAS THE GROUP RAISED  
THROUGH ITS OWN EFFORTS  
EG. FUNDRAISING DURING THE LAST YEAR?

PLEASE GIVE DETAILS OF ANY PREVIOUS GRANT AWARDS MADE BY SEVENOAKS TOWN  
COUNCIL INCLUDING THE YEARS IN WHICH THE GRANTS WERE MADE, THE AMOUNT  
AND WHETHER THEY WERE FOR CAPITAL OR REVENUE EXPENDITURE.

**PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION CHECKLIST**

All relevant parts of the form completed	
Form signed	
Audited accounts for the last two years	
Annual Report if available (or Project or Business Plan for a new organisation)	

DO YOU HAVE A WRITTEN CONSTITUTION? (THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY)	YES/NO
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Please note, copies of this completed form and any supporting papers will appear on a Council Agenda and will be discussed by Council in the presence of press and public.

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ABOVE INFORMATION IS CORRECT. I AGREE THAT IF A GRANT IS AWARDED\*, I WILL SUBMIT A BRIEF REPORT CONFIRMING HOW THE MONEY HAS BEEN SPENT AND EXPLAINING WHAT DIFFERENCE THE GRANT MADE. PHOTOS WILL BE SENT IF POSSIBLE.

I UNDERSTAND THAT I CONFORM TO THE GUIDELINES SET OUT IN THE GUIDANCE NOTES AND HAVE READ AND SUBMITTED MY APPLICATION IN ACCORDANCE WITH THE GUIDANCE NOTES.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

NAME AND POSITION IN ORGANISATION:  
IN CAPITALS PLEASE

**\* IN THE EVENT OF A SUCCESSFUL GRANT AID APPLICATION, PAYMENT WILL BE BY BANK TRANSFER. PLEASE PROVIDE DETAILS (this information will not be published):**

Bank  
Sort Code  
Account No.

All Application Forms must be signed (electronic signature acceptable).  
Please return this form to Alison Futtit, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by:

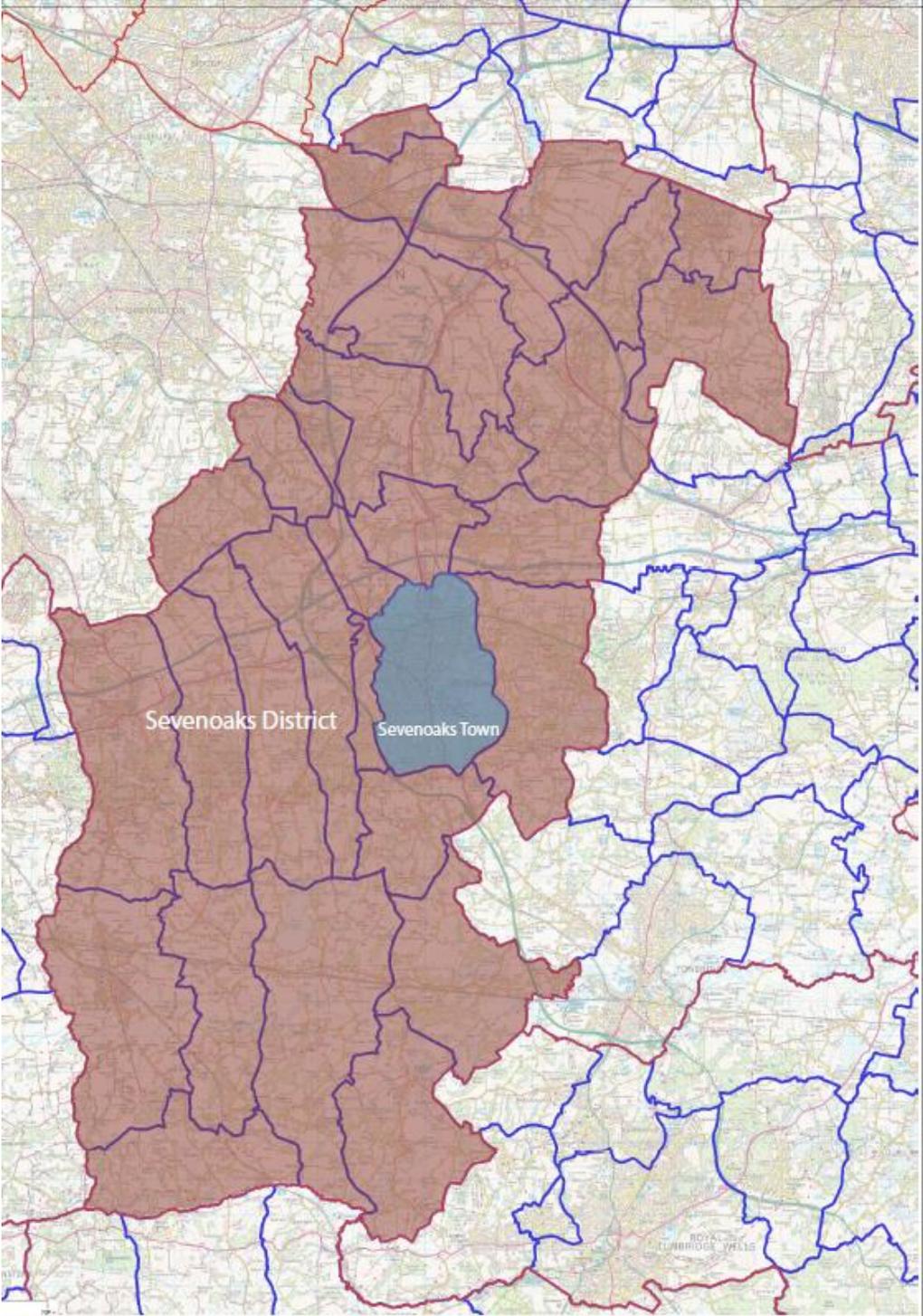
- **Wednesday 31st July 2024** for the September Community & Wellbeing Committee
- **Friday 20<sup>th</sup> December 2024** for the February Community & Wellbeing Committee

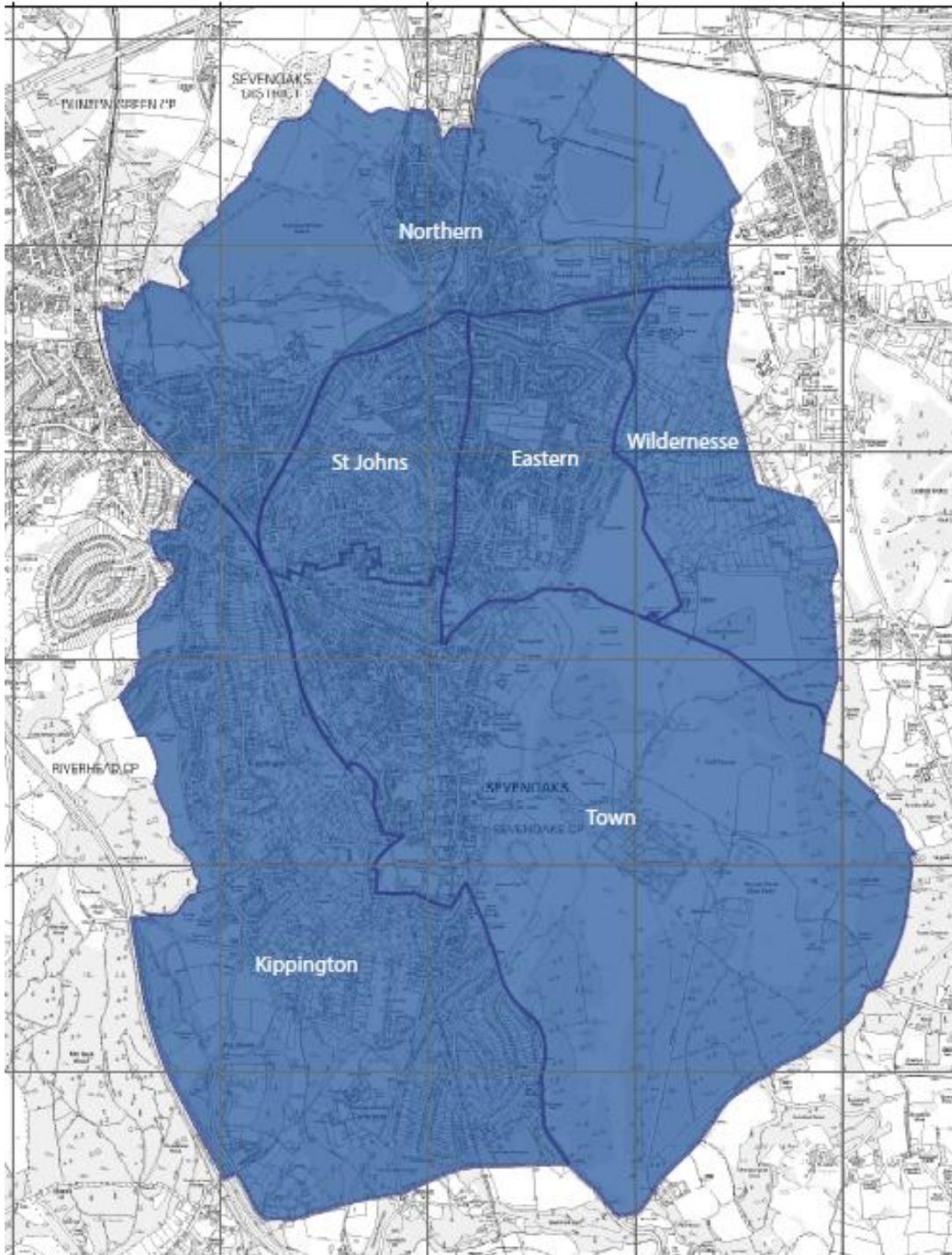
**NB** Late applications will be reviewed at the following Grants meeting!

Application Forms are also available by email from: [council@sevenoakstown.gov.uk](mailto:council@sevenoakstown.gov.uk)

If you have any queries, please contact Alison Futtit on 01732 459953.

THIS DOCUMENT IS AVAILABLE IN LARGE PRINT IF REQUIRED.





**Sevenoaks Town Council Wards**