



**SUDBURY TOWN COUNCIL - APPLICATION FOR GRANT AID 2022-2023**

**Your Organisation's Contact Details**

1. Name, Address and Contact email for the Organisation:

2. Daytime telephone number:

1. Contact name:

2. Position held in the organisation:

**Details of your organisation**

3. Brief description of your organisation's aims

4. How many members are there in your organisation?

Approximately how many residents in SUDBURY does your organisation assist?

Approximately how many people outside SUDBURY does your organisation assist?

Can anyone join the organisation?

How often does the organisation meet?

Is your organisation run by a committee, if yes how many in the committee?

If the organisation is a charity, please give charity number

**Organisation's purpose**

5. Please give a summary of the activities of your organisation during last year. (If you are a new organisation, give an idea of the activities you wish to undertake). Are there any individual groups or societies that are members of your organisation?

6. Describe how the local community benefits from your organisation in general.

7. What type of Town Council Grant are you applying for?

a. Capital Project?

b. Revenue ?

c. Sporting and Artistic ?

8. For Capital Project Grants, what is the total project cost?

£

9. For Revenue Grants, what was the total annual income for the last year?

£

10. For Sporting and Artistic Grants, what is the total cost of the event or activity?

£

11. What amount of grant are you requesting from the Town Council?

£

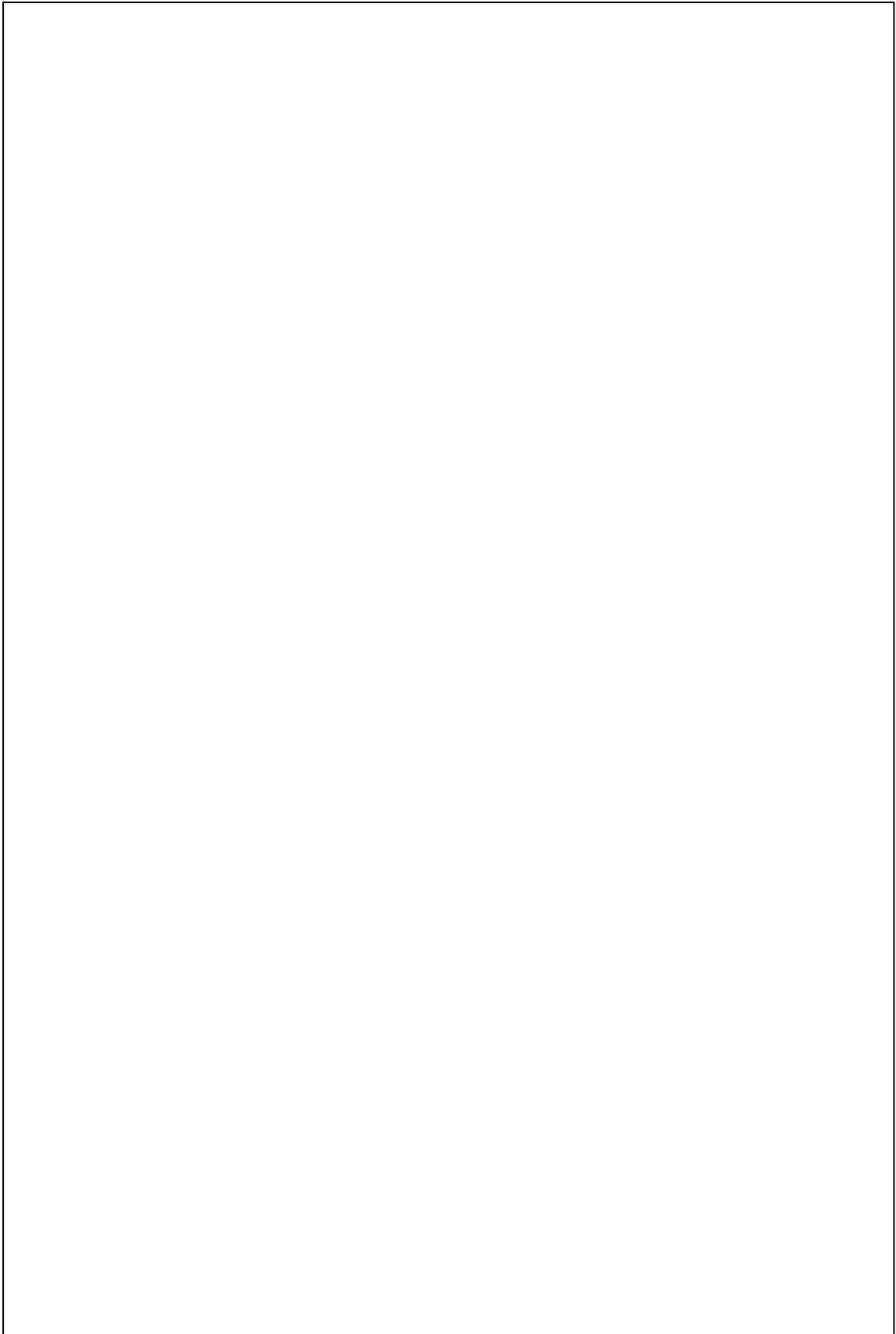
12. Have you applied for grants in respect of this project to any other organisation (including Local Authorities)? Please give details of to whom and for how much.

	<b>Amount</b>	<b>Date expected</b>
Suffolk County Council	£.....	.....
District Council	£.....	.....
Town or Parish Council	£.....	.....
(Please state which Town or Parish Council) .....		
National Lottery	£.....	
(Please state which fund) .....		
Other (please provide details) .....		

13. If you have previously received a grant from Sudbury Town Council, please give details

14. Describe how this grant would benefit the people of Sudbury. **You will need to appear before the Finance Committee to explain these benefits in detail.**

15. Please describe the proposed project and give the details of how any grant awarded would be spent. (attach separate sheets if necessary)

A large, empty rectangular box with a thin black border, intended for the applicant to describe the proposed project and how any grant awarded would be spent. The box occupies most of the page below the question.

16. Is your organisation (please delete as appropriate)

- a) a registered charity?
- b) a limited company?
- c) an unincorporated self help group?
- d) a branch of a national organisation?
- e) other (please specify)

**Financial details**

17. Does your organisation receive funding from other sources

18. Please attach the following information	<b>Yes</b>	<b>No</b>
a) a copy of your organisation's constitution together with a list of Officers.	<input type="checkbox"/>	<input type="checkbox"/>
b) a copy of your last annual report	<input type="checkbox"/>	<input type="checkbox"/>
c) a copy of your organisation's last audited accounts	<input type="checkbox"/>	<input type="checkbox"/>

18. Please provide or attach any additional information that may assist the Council in reaching its decision.

This grant aid application should be signed by **two** members of your Organisation's Committee, one of whom must be the Chairman, Honorary Secretary or Honorary Treasurer.

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We confirm that the information given in this application is accurate and that the Organisation undertakes to inform Sudbury Town Council of any changes in the Organisation's circumstances that would affect this application.

We confirm that any grant awarded by the Council will be spent only on the purpose for which it was given and a report will be sent during the year to the council on completion of project.

Signed: (1) ..... (2) .....

Position in (1) ..... (2) .....  
Organisation:

Date:..... Date:.....

**Please note completion of this form does not necessarily mean that a grant application will be successful in part or whole. The Town Council may wish to add additional conditions to any grant offer.**

Please return to:

The Town Clerk  
Sudbury Town Council  
Town Hall  
Sudbury  
Suffolk  
CO10 1TL

**SUDBURY TOWN COUNCIL**

**CAPITAL GRANTS ONLY**

Please provide a breakdown of the cost of the project for which Grant Aid is requested, e.g. building costs, architect's fees, equipment costs, etc.

Project Costs	£
Purchase of Land/Property	£
Construction of New Building(s)	£
Adaptation/conversion of Existing Building(s)	£
Internal improvements/upgrade	£
Purchase of Equipment (Please list equipment below)	£
.....	
.....	
.....	
.....	
.....	
.....	
.....	
Professional Fees & Expenses	£
Other (Please supply)	£
.....	

**PROPOSED TIMETABLE OF PROJECT**

START DATE:

COMPLETION DATE:

**OFFICE USE ONLY**

- |  |          |
|--|----------|
| 1. Have all the questions been answered?                           | Yes / No |
| 2. Has the application been signed?                                | Yes / No |
| 3. Has the constitution been received?                             | Yes / No |
| 4. Have the audited accounts been received?                        | Yes / No |
| 5. Has the annual report for the organisation been received?       | Yes / No |
| 6. Does this application meet all conditions in the Grants Policy? | Yes / No |

7. Scrutiny by the Town Clerk

8. Resolution or Recommendation of the Finance Committee

9. Reasons for or against the award

10. Sum awarded with terms and conditions

11. Time table and authority required for payments