

INDIVIDUAL GRANT APPLICATION FORM

# INFORMATION ABOUT YOU

|  |  |
| --- | --- |
| Name |  |
|  | |
| Address |  |
|  | |
| Telephone No. |  |
|  |  |
| Email Address |  |

# PURPOSE OF GRANT

|  |
| --- |
| Please provide as much information as possible: |
|  |
|  |
|  |

# PAYMENT

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| --- |
| If approved, the Council will contact you to arrange grant payment by way of an electronic bank transfer. |
|  |

# BUDGET

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| What is the total cost of the project / event? | | | | £ | |
|  | | | | | |
| How much grant aid are you seeking? (Maximum grant £100) | | | | £ | |
|  | | | | | |
| If the total cost exceeds the grant amount, what will the balance be? | | | | £ | |
|  | | | | | |
| How do you intend to fund the balance? |  | | | | |
|  | | | | | |
| Please give details of all anticipated income and expenditure for the activity or event, including any entry or activity fees, and funds raised or anticipated from other sources: | | | | | |
|  | | | | | |
| Income | | Amount | Expenditure | | Amount |
|  | | £ |  | | £ |
|  | | £ |  | | £ |
|  | | £ |  | | £ |
|  | | £ |  | | £ |
|  | | £ |  | | £ |
|  | | | | | |

# DECLARATION

|  |  |  |  |
| --- | --- | --- | --- |
| I declare that:   1. I have read and understood the scheme under which grants are made as contained in the “Woodley Town Council Grant Guidelines”: 2. I have noted all conditions under which grants are made and confirm that if successful I will abide by them, including providing information on expenditure of the grant. 3. I undertake personally that any grant made by the Woodley Town Council will be repaid if I am unable to meet the conditions of the grant. | | | |
|  | | | |
| Signed \* |  | Date |  |
|  | | | |
| \* Your name entered here will be regarded as your signature | | | |
|  | | | |
| **Please return this form either via:**  **Email:** [**admin@woodley.gov.uk**](mailto:admin@woodley.gov.uk)  **Post to: Woodley Town Council, The Oakwood Centre, Headley Road, Woodley, RG5 4JZ**  If you have any queries, please telephone: 0118 969 0356 | | | |
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| **DATA PRIVACY NOTICE** | | | |
| Woodley Town Council is the data controller for your data. By submitting this application, you consent to the Council storing and processing the personal data you have provided for the purpose for which it was submitted.  Where necessary the Council may share your personal data with other third-party data controllers with whom the council works. Personal data will be stored securely, and will be deleted or anonymised when it is no longer required. For full information on how we will process your data, including who it may be shared with, where it will be stored, how it will be protected, and how long it will be stored, please see our [General Data Privacy Notice (link)](https://www.woodley.gov.uk/about-the-council/governance-finance).  Woodley Town Council, The Oakwood Centre, Headley Road, Woodley, Berkshire, RG5 4JZ  Contact: Tel – 0118 969 0356 / Email – [admin@woodley.gov.uk](mailto:admin@woodley.gov.uk) | | | |