



GRANT AID Application form

SECTION A: Your Organisation details	
Name of Organisation (Please note that if you are successful, this will be the name the cheque will be made payable to)	
Registered Charity number (If applicable)	
Name of Main Contact (Person we should address correspondence to)	
Full Postal Address of Organisation	
Contact telephone number	Daytime: Mobile:
Main Contact Postal Address: (If different from above)	
Main Contact email address (print)	
Has the organisation received grant aid from Downham Market Town Council in the past 5 years? If yes, please give details	
Please describe the aims and objectives of your group	

Please provide a brief description of the main activities of the organisation and who attends	
Are you a 'not for profit' organisation?	YES/NO
How long has the organisation been established?	
Details of other fund raising activities	
Please describe how your group or organisation helps to benefit the people of Downham Market, include supporting information as necessary	
Groups working with young children/vulnerable adults must provide a written statement that protection procedures are in place, and that police/Disbarring Service checks are carried out in accordance with vetting regulations.	Please attach your Safeguarding Policy and Procedures to this form.
SECTION B: The Grant	
Amount requested £	Amount of whole project £
Is this project being supported by the Council in any other ways? If yes, please give details.	
Please provide a brief description of what you would use the Grant Aid for? (Please continue a separate sheet if required)	

Start Date of project	
Completion Date of project	

SECTION C: Sustainability

Will the project continue after this funding has ended?	YES/NO
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If yes, please give an explanation: -

SECTION D: Completing the application

Your signature – This must be the signature of the main contact named in Section A

Declaration

- i. I declare that the information contained in this application is accurate and true, to the best of my knowledge.
- ii. I agree to inform DMTC If any of the information on this form changes

Signed _____ Date: _____

Second Signature

Position held in Organisation _____

Signed _____ Date: _____

Completed application forms should be returned to:	The Town Clerk Downham Market Council 6 Market Place Downham Market Norfolk PE38 9DE
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Check List	
A Copy of the organisations constitution or rules to be provided	
Have two signatories on the form	
A copy of your Equal opportunities policy	
A copy of your most recent annual audited accounts (or current financial statement if your organisation has been operating for less than 1 year)	
A copy of a recent bank statement	
Please remember to submit a report to the Council on completion of your project *	
Depending on your project you may also need to submit	
A copy of relevant safeguarding policies if your project involves work with children and/or vulnerable adults	
Copies of quotes or estimates if applying for funds to pay for equipment or services	

Downham Market Town Council is committed to and ensuring it is fully compliant under the Data Protection Act 2018. We will use this information to assess the grant application. The name of your organisation and the amount granted may be published in the minutes of committee and Full Council meetings.