

# GREAT TORRINGTON COMMONS ALLOTMENTS CHARITY and GREAT TORRINGTON TOWN COUNCIL PRECEPT GRANT APPLICATION FORM 2024/25

Please ensure that you complete Part A of the form fully and accurately. Incomplete forms may be returned to the applicant.

All applications must be submitted to the Great Torrington Town Council office by **12 noon on 7<sup>th</sup> September 2023**. Late submissions will only be considered in exceptional circumstances.

<b>PART A</b>	<b>ABOUT THE APPLICANT</b>
<b>Name of Group or Organisation</b>	
<b>Your Name and Position in the Group/Organisation</b> Name: _____ Position: _____	
<b>Your Address</b>	
<b>Telephone Number to be contacted on</b>	
<b>Email Address</b>	
<b>To whom should any grant award be made?</b> (Please give the full name as it appears on the organisation's bank statement or passbook, along with bank name, account number & sort code)	
<b>Number of beneficiaries and age groups</b>	
<b>What will the grant be spent on?</b> (Please specify the item, project or activity)	
<b>How will this item, project or activity benefit the group and the local community?</b>	
<b>What is the total cost of the item, project or activity?</b>	
<b>How much grant funding are you seeking from the Commons Allotments Charity/Great Torrington Town Council?</b> (Please note if you are successful, we may contact you to confirm your bank details so that we can pay funds direct into your account)	
<b>How do you propose to fill any funding gap?</b> (Please list fundraising activities, match funding, other grants or donations)	

**Have you applied elsewhere for funding for the same purpose/project as this application? Yes/No**  
**If Yes: Please provide details of to whom and for how much has been applied for?**

**PLEASE PROVIDE YOUR MOST RECENT AUDITED ACCOUNTS WITH THIS APPLICATION.**  
**N.B. APPLICATIONS WITHOUT ACCOUNTS WILL BE RETURNED.**

<b>Opening Balance: £</b>	<b>Income: £</b>
<b>Closing Balance: £</b>	<b>Expenditure: £</b>

**I confirm that:**

- ❖ I am authorised to sign on behalf of the above-named group or organisation and that any funding provided will not benefit any individual or private business and will only be used for the purposes specified;
- ❖ I am happy for press coverage;
- ❖ Any unspent monies will be returned to the Commons Allotment Charity/Great Torrington Town Council promptly;
- ❖ I acknowledge and understand that approval of any grant relating to this application does not commit the Commons Allotment Charity/Great Torrington Town Council to on-going funding;
- ❖ I understand that Great Torrington Town Council may need to check further details with relevant organisations to whom a grant application has been made for the same purpose/activity etc. as this application. I give permission for officers at Great Torrington Town Council to contact any such organisation.

**Name:** ..... **Signature:** .....

**Date:** .....

<b>PART B</b>	<b>FOR OFFICE USE ONLY</b>		
<b>Date considered by Policy &amp; Finance Committee</b>			
<b>Grant approved</b>	<b>YES</b>	<b>NO</b>	(delete as appropriate)
<b>Amount granted (if successful)</b>	£		
<b>Comments to note</b>			

**Data Protection**

The information that you give us on this form will not be used for any other purpose than assessing eligibility, corresponding with you, and making a payment in relation to any grant award if you are successful. This information will be held securely in Great Torrington Town Council's office. Some details may be checked with relevant organisations as the Council reserves the right to investigate and verify the information you have disclosed on the form.

Please note our Privacy Statement can be located on the Great Torrington Town Council Website @ [www.great-torringtontowncouncil.gov.uk](http://www.great-torringtontowncouncil.gov.uk)