



**KIRKBYMOORSIDE TOWN COUNCIL  
GRANT SCHEME APPLICATION FORM**

Name of group:	
Main group contact: (full name and title)	
Position in group	
Address	
Telephone	
Email	
Provide a <ul style="list-style-type: none"> <li>• detailed description of the project</li> <li>• evidence of the need for your project,</li> <li>• and show who will benefit from it</li> </ul>	
What are the full costs of the project (including VAT if applicable)	
Where is other funding from the project to come from? (Tell us the funder and the amount you expect from them)	Funder ..... £.....  Funder ..... £.....  Funder ..... £.....
Please tell us the stage at which your other applications are at, ie just applied, awaiting outcome of application or	

funding confirmed.	
What contribution to these costs would you like from the Town Council?	£ .....
Is this contribution for a specific element of the project?	
What is the structure of your organisation?	Informal group <input type="checkbox"/> Registered charity <input type="checkbox"/> Other <input type="checkbox"/> Please give details below  .....

Supporting information checklist

Where relevant please ensure that the following documents are submitted with your application (accounts and bank statements must always be submitted).

	Tick to confirm enclosure
Group constitution or set of rules	
To qualify all applicants must provide a <b>FULL financial disclosure</b> which are as follows: i. 3 months copies of statements from <b>ALL Bank accounts and statements of monies held in funds ETC</b> ii. Must include a statement from the applicant of what applications to other bodies have or had been applied for and awarded to fund this project.	
Copy of the most recent/audited accounts	
Evidence of planning permission (if necessary)	
Quotes for capital items and works over £500	
Twelve month forward plan: activities and finance (applications less than £5,000)	
Business plan for the next three years (applications over £5,000)	

*Please return to:*

Lisa Bolland, Kirkbymoorside Town Council  
 Town Clerk, The Shambles, Crown Square  
 KIRKBYMOORSIDE YO62 6AY

Tel: 01751 432217

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[www.kirkbymoorsidetowncouncil.gov.uk](http://www.kirkbymoorsidetowncouncil.gov.uk)