

**GRANT APPLICATIONS (OPENING 2 2025/26 Financial Year)**

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| **GRANT CATEGORY (please select from the 4 options to the right)** | * **Community Development (max £3000)**
* **Small Grants (max £750)**
* **Small Local Events (max £1000)**
* **Medium-large Local Events (max £5000)**
 |
| **SECTION 1: ABOUT YOUR ORGANISATION** |
| **NAME OF ORGANISATION** |  |
| **JOB/VOLUNTEER TITLE OF PERSON COMPLETING FORM** |  |
| **PLEASE TELL US ABOUT YOUR ORGANISATION** |  |
| **ARE YOU A REGISTERED CHARITY?** | YES / NO (please circle/delete) |
| **CHARITY NUMBER** |  |
| **ARE YOU AFFILIATED TO ANY NATIONAL ORGANISATION?** |  |
| **PLEASE GIVE US DETAILS OF THE NATIONAL ORGANISATION** |  |
| **WHERE AND HOW CAN YOUR SERVICES OR GROUP BE ACCESSED?** |  |
| **HOW IS YOUR ORGANISATION FUNDED AND WHAT PROPORTIONS COME FROM EACH SOURCE?** |  |
| **WHAT ARE YOUR CURRENT MEMBERSHIP FEES/CHARGES, IF APPLICABLE?** |  |
| **HOW MANY MEMBERS DO YOU HAVE (IF APPLICABLE)?** |  |
| **SECTION 2: WHAT DO YOU WANT THE GRANT FOR?** |
| **DESCRIBE YOUR PROJECT/EVENT** |  |
| **PROJECT START DATE** |  |
| **PROJECT END DATE** |  |
| **HOW HAVE YOU IDENTIFIED THE COMMUNITY NEED FOR THE PROJECT/EVENT, AND WHAT EVIDENCE SUPPORTS IT?** |  |
| **WHO WILL IT BENEFIT AND HOW?** |  |
| **WHERE ARE THESE PEOPLE FROM?** | NUMBER OF PEOPLE FROM THORNBURY:NUMBER OF PEOPLE FROM OTHER AREAS:\*Thornbury does not include surrounding villages, such as Alveston and Tytherington. Include these people in ‘other areas’. |
| **SECTION 3: ENVIRONMENTAL IMPACT (this section is weighted 25% in the application scoring)** |
| **DOES YOUR PROJECT SUPPORT THE ENVIRONMENT, BIODIVERSITY OR CLIMATE CHANGE?****EXPLAIN HOW.** |  |
| **WHAT CONSIDERATION HAVE YOU GIVEN TO THIS WHEN PLANNING YOUR PROJECT?** | **Things we’ve done when purchasing supplies/requesting quotes:****Changes we’ve made to the way we work, or products that we use:****Things we’ve done to influence our members/visitors to make greener choices when accessing our services/event/project:****Other things we’ve done/considered whilst planning this project:** |
| **SECTION 4: FINANCES** |
| **TOTAL PROJECT/EVENT COST** |  | **AMOUNT OF FUNDING SOUGHT FROM THORNBURY TOWN COUNCIL** |  |
| **HOW MUCH IS YOUR ORGANISATION PAYING TOWARDS THIS PROJECT/EVENT?** |  |
| **WHERE ELSE HAVE YOU ALREADY APPROACHED FOR FUNDING AND WHAT IS THE OUTCOME?****GIVE DETAILS FOR EACH\*****\*If people from outside Thornbury will benefit from the project, it is expected that you have sought funding from outside Thornbury.** | **ORGANISATIONS APPROACHED FOR GRANTS:****ORGANISATIONS APPROACHED FOR SPONSORSHIP:****ORGANISATIONS APPROACHED FOR LOANS:****OTHER SOURCES OF FUNDING:** |
| **HOW WOULD YOU MODIFY THE PROJECT/EVENT IF WE AWARD A LESSER AMOUNT THAN REQUESTED?** |   |
| **PLEASE STATE YOUR CURRENT RESERVES** |  |
| **WHAT ARE YOUR RESERVES FOR, AND ARE ANY FUNDS RINGFENCED?** |  |
| **SECTION 5: BANK DETAILS** |
| **PLEASE CONFIRM THE ACCOUNT DETAILS THAT ANY FUNDING AWARDED WILL BE PAID INTO\*** **\*(This MUST be a ‘business’ or charity account owned by the organisation, not a personal account)** | NAME ON THE ACCOUNT:ACCOUNT NUMBER:SORT CODE: |
| **SECTION 6: SUPPORTING DOCUMENTATION AND ELIGIBILITY** |
| **APPLICATION FORMS SUBMITTED THAT DO NOT HAVE THE FOLLOWING DOCUMENTATION ATTACHED WILL BE DECLINED AND RETURNED TO YOU** |
|  | CONFIRM THAT YOU HAVE ATTACHED THE FOLLOWING DOCUMENTATION, AND IN WHAT FORMAT, I.E. Excel spreadsheet, hard copy (by post), image etc |
| **ACCOUNTS\*** | \*Provide your formal, audited accounts for the last financial year if available. If not available, submit alternative financial records, such as your latest bank statement or other receipt and payments records. |
| **CONSTITUTION** |  |
| **EQUALITY AND DIVERSITY POLICY (OR SIMILAR)** |  |
| **GRANT EVALUATION FORMS\*** | \*If you have previously been awarded grants by Thornbury Town Council, it is required that you complete an evaluation form and submit evidence. Please refer to your award letter for details of what you must submit. You may not be considered for a grant if you have evaluation documentation outstanding. |

By submitting this application form, I confirm that I:

* Am authorised to apply for grants on behalf of my organisation
* Have read and understood the [Thornbury Town Council Grant Awarding Policy and Procedure](https://www.thornburytowncouncil.gov.uk/wp-content/uploads/sites/51/2025/04/Grant-Awarding-Policy-and-Procedure-Feb-25.pdf), and will adhere to this policy if a grant is awarded
* Have read, understood and consent to my details being processed, stored and used in line with GDPR and the [Thornbury Town Council Information and Data Protection Policy](file:///C%3A%5CUsers%5CHannahBowden%5CAppData%5CLocal%5CMicrosoft%5COlk%5CAttachments%5Cooa-45393644-58b6-4da2-ae4e-e575874868b0%5C2030dd70aa28d498e27922edb762bbefdcffdc4b55a9b9a50d51ae3ecb877b0b%5CThornbury%20Town%20Council%20Information%20and%20Data%20Protection%20Policy)
* Understand that documents submitted to the Town Council are available to the public, at Council and Committee meetings or by Freedom of Information requests. Sensitive information must not therefore be included in/with your application.

Signed…………………………………………………………………….. Date……………………………………………………..

Print name……………………………………………………………….