

Lichfield City Council
Grants to Organisations - Application Form



*If you have any difficulty completing this form please contact
City Council staff for assistance*

If you wish to apply for financial assistance from the Council's 2009/2010 budget, please complete and return the attached application form by 31 December 2008. Full details of your financial position are required, including details of all balances held, and any grants promised/pending.

Please note that all applications are discussed by the Council in an open meeting, and information contained on the application form will be available for public inspection.

Late applications will only be considered in very exceptional circumstances.

Completed forms should be returned to: Lichfield City Council, 53 Wade Street, Lichfield, WS13 6HL

1 Name of Organisation

.....

2 Contact person (to whom all correspondence will be sent)

Name **Position**

Address

.....

.....

Post Code **Tel:**

3 Describe the role of your organisation, and the work it undertakes for the benefit of the inhabitants of the City of Lichfield. (N.B. Applications are eligible only from organisations whose work is of benefit to the inhabitants of Lichfield City.)

4 Approximately how many citizens of Lichfield City benefit from the services of your organisation?

5 Approximately how many citizens of Lichfield City are members of your organisation?

6 How much grant are you seeking?

7 Give full details of the purpose for which the grant is required, with financial details of the proposed scheme and/or funding requirement. Continue on a separate sheet if necessary.

8 Give details of any grants received from the City Council in the past 4 years (date and amount of grant)

**9 Give details of any grants received from other sources in the past 2 years
(date and amount of grant)**

**10 Is your organisation making bids to other funding sources? YES / NO
If 'Yes' give details**

11 Where did you find out about the grants available from the City Council?

**12 Please give the bank account name (i.e. the payee) to which any grant cheque
awarded should be made payable**

.....

13 Declaration: I declare that the information given on this Application Form is true to
the best of my knowledge and belief

Signed..... Position in Organisation

Date.....

Notes:

**a. All questions on this form must be answered, otherwise your application will
not be considered**

**b. All applicants must include a summary sheet of the organisation's accounts,
which provides details of all balances held. A financial summary form is
attached, but you may use your own more detailed format if you wish.**

- c. ***Any organisation which receives a grant of £500 or more will subsequently be required to submit financial details showing how the grant has been used.***
- d. ***Copies of this form and accompanying papers will be included on the Council agenda, and discussed by Council in the presence of the Press and Public.***
- e. ***The CLOSING DATE FOR APPLICATIONS FOR 2009-2010 financial year is 31st December 2008. Applications received after that date will only be considered in very exceptional circumstances, and only if sufficient funds remain in the grants budget.***

Grant Application to Lichfield City Council - Financial Summary

Name of Organisation

Receipts and Payments for the year ending

RECEIPTS	Amount	PAYMENTS	Amount
Subscriptions		Employees	
Donations		Professional fees	
Grant aid		Volunteers' expenses	
Fundraising events (give full details)		Energy charges	
		Rents	
		Rates	
		Equipment	
		Telephone/postage	
		Insurance	
Other (give full details)		Other (give full details)	
TOTAL RECEIPTS		TOTAL PAYMENTS	
Opening Balance at / /		Closing Balance at / /	