

**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 2012/2013 budget, please complete and return the attached application form by 31 December 2011. 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.*

*Grants will not be awarded to organisations whose main purpose is to raise funds to be passed to other bodies.*

**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:** .....

**Email Address:** .....

**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 only eligible 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 residents 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 name (i.e. the payee) of the bank account to which any grant 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..... Date .....

Position in Organisation .....

**Notes:**

- a. **All questions on this form must be answered, otherwise your application will not be considered**
- b. **All applicants must provide a short financial statement of their organisation's accounts, which includes details of all balances held. A form is attached, but you may use your own format of financial statement if you wish.**
- c. **Organisation receive a grant may subsequently be asked to submit financial details showing how the grant has been used.**
- d. **Should your application be successful the grant cheque will be paid out at the Lichfield City Annual Town Meeting on 23 May 2012.**
- e. **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.**
- f. **The CLOSING DATE FOR APPLICATIONS FOR 2012-2013 financial year is 31 December 2011. Applications received after that date will only be considered in very exceptional circumstances, and only if sufficient funds remain in the grants budget.**

