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| **Lichfield City Council**  **Grants to Organisations - Application Form**  *If you have any difficulty completing this form please contact the*  *City Council for assistance on 01543 250011 or* [*enquiries@lichfield.gov.uk*](mailto:enquiries@lichfield.gov.uk)  *Grants Administrator: Celia Freeman* |  |

*If you wish to apply for financial assistance from the Council's 2021/22 budget, please complete and return the attached application form by* ***4 January 2021****. 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 (such groups include for example the Round Table)*

***Completed forms should be returned to:***

***Lichfield City Council, Donegal House, Bore Street, Lichfield, WS13 6LU***

**1 Name of Organisation**

..............................................……....................................................

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

**Name** ……........................................ **Position** ..….............................

**Address** ...................................................…..........................................……………...…....

.........................................................................…………................……………

**Post Code** .................................  **Tel:** ……......................................

**Email Address**………………………………………………………………………….…..

**3**. **Briefly 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 residents of Lichfield **City**.)

**4 How many residents of Lichfield City are members** **of your organisation?**

………...............

**5 Approximately how many citizens of Lichfield City benefit directly from**

**the services of your organisation?**

...................

**6 Do you pay a subscription or franchise fee to a higher body outside Lichfield?**

**………..**

**7 How much grant are you seeking? £**..................

**8 Give specific details of the purpose for which the grant is required, with financial details of the proposed scheme and/or funding requirement.**

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

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

**11 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**

Please tick this box to confirm you have read the City Council’s Grant Award policy. A copy of the policy can be obtained from the City Council offices, by email to [enquiries@lichfield.gov.uk](mailto:enquiries@lichfield.gov.uk) or downloaded from our website at https://www.lichfield.gov.uk/Grants\_1191.aspx

**Signed**............................……………….......

**Date** ……………………………………............

**Position in Organisation**……………………………………..……......…..................

***Notes:***

1. *All questions on this form must be answered, otherwise your application will not be considered*
2. *All applicants must provide a short financial statement of their organisation's accounts, which includes details of all balances held. A form is attached which you may use, but you may use your own format of financial statement if you so wish.*
3. *Organisations which receive a grant may subsequently be asked to submit financial details showing how the grant has been used and/or a report to the subsequent Annual Town Meeting. For further information please see the City Council’s Grant Award policy.*
4. *Applications will be decided at the City Council meeting on* ***16 March 201*** *and you will be informed of the result shortly thereafter. If the application is successful the applicant will be formally invited to receive the cheque at the Annual Town Meeting on* ***26 May 2021*** *where the Mayor of the City will be delighted to present the cheque to a representative of your organisation.*
5. *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.*
6. *The* ***CLOSING DATE FOR APPLICATIONS*** *is* ***Monday 4 January 2021****. Applications received after that date will only be considered in very exceptional circumstances, and only if sufficient funds remain in the grants**budget.*

**Financial Summary**

***All applicants must complete the form below to provide a short financial statement of their organisation's accounts which includes details of all balances held.***

**1. Name of Organisation** ...............................................................................................

**2. Receipts and Payments for the year ending** ..............................................................

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **RECEIPTS** | **Amount** |  | **PAYMENTS** | **Amount** |
| Subscriptions |  |  | Employees |  |
| Donations |  |  | Professional fees |  |
| Grant aid |  |  | Volunteers' expenses |  |
| Fundraising events (give details) |  |  | Energy charges |  |
|  |  |  | Rent/Rates |  |
|  |  |  | Equipment |  |
|  |  |  | Telephone/postage |  |
|  |  |  | Insurance |  |
| Other (give details) |  |  | Other (give details) |  |
| **3. TOTAL RECEIPTS** |  |  | **6. TOTAL PAYMENTS** |  |
| **4. Opening Balance at / /** |  |  | **7. Closing Balance at / /** |  |
| **5. Total of box 3 + box 4** |  |  | **8. Total of box 6 + box 7** |  |

***NOTE:***

*1. The total in box 5 should be the same as the total in box 8.*

*2. The date given in box 7 should be the same as the date for the year ending in Item 2 above*