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| **Lichfield City Council**  **Grants to Organisations - Application Form** |  |

**Contact Details for Your Organisation**

* **Name of Organisation**
* **Contact Person** (to whom all correspondence will be sent)

**Name**:

**Position:**

**Address**

**Post Code**

**Tel:**

**Email Address:**

**About Your Organisation**

* **Briefly Describe the role of your organisation and the work it undertakes for the benefit of the residents of the City of Lichfield. (*Maximum 400 Words)***

*If you believe completing this section within the word limit would be detrimental to your application, please contact the City Council for further guidance.*

*N.B. Applications are only eligible from organisations whose work is of benefit to the residents of Lichfield City.*

**Tell Us Who Benefits from Your Organisations Work?**

* **How many residents of Lichfield City are members** **of your organisation?**
* **Approximately how many citizens of Lichfield City benefit directly from**

**the services of your organisation?**

**Tell Us About the Grant You are Seeking.**

* **Do you pay a subscription or franchise fee to a higher body outside Lichfield?**
* **How much grant are you seeking?**

**£**..................

* **Give specific details of the purpose for which the grant is required, with financial details of the proposed scheme and/or funding requirement.**
* **Give details of any grants received from other sources in the past 2 years** (date and amount of grant)
* **Where did you find out about the grants available from the City Council?**

**Financial Details.**

* **Please give the name (i.e. the payee) of the bank account to which any grant awarded should be made payable**
* **Please supply Bank details of the account to which any grant awarded should be paid.**

**Account Name:**

**Sort Code:**

**Account Number :**

**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****.***

***PLEASE DO NOT SUBMIT AUDITED ACCOUNTS***

**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 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 as detailed above*

**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 or downloaded from our website at* [*https://www.lichfield.gov.uk/Grants\_1191.aspx*](https://www.lichfield.gov.uk/Grants_1191.aspx)

*Signed*

*Position in Organisation*

*Date*

*Completed forms should be returned to:*

*Lichfield City Council, Donegal House, Bore St, Lichfield WS13 6LU, or emailed to* [*enquiries@lichfield.gov.uk*](mailto:enquiries@lichfield.gov.uk) *by* ***6 January 2023***

**NOTES:**

If you wish to apply for financial assistance from the Council's 2023/24 budget, please complete and return the application form by 6 January 2023. Full details of your financial position are required, including details of all balances held, and any grants promised/pending.

Please note: applications are distributed to all members of the City council’s Grants Committee and are discussed in an open meeting. The submitted forms are not shared publicly due to the sensitive data they contain, however each application is made available for inspection by any member of the Council should they wish to view.

Late applications will only be considered in 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 and We Love Lichfield)

1. *All questions on the 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. Please use the attached form and do not include audited accounts.* ***Failure to complete the Financial Summary will void your application.***
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* ***13 March 2023*** *and you will be informed of the result shortly thereafter.*
5. *The* ***CLOSING DATE FOR APPLICATIONS*** *is* ***6 January 2023****. Applications received after that date will only be considered in very exceptional circumstances, and only if sufficient funds remain in the grants**budget.*

**Please ensure you have complied with all the instructions above before submitting your application.**