

Grants Advisory Committee: 8 April 2024 ENCLOSURE 1B

Lichfield City Council



Grants to Organisations - Application Form

Particular weight will be given to those applications for projects/activities where funding can be awarded via the appropriate legislation and demonstrate one or more of the following community benefits (listed in no particular order):

1. address issues around the cost-of-living crisis.
2. tackle climate change and support actions towards achieving net zero.
3. promote inclusivity across the City (e.g. benefit disadvantaged and marginalised groups).
4. support and meet the needs of young people.

While it is not necessary to meet these priorities, the Council will look more favourably on grant applications that do meet them. It would be helpful if applicants indicate which of their planned activities would meet which priorities in completing the application form.

If you wish to apply for reduced rate/free use of any LCC facilities, please contact the Town Clerk in the first instance: enquiries@lichfield.gov.uk with the subject heading 'Grant Request'.

Contact Details for Your Organisation

Name of Organisation		
Contact Person	Name	
	Position	
	Address	
	Post Code	
	Telephone	
	Email	

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.

NB

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

*It is preferred that organisations applying have been in existence for at least 12 months

Tell us who benefits from the work of your organisation

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?

Yes/No

If Yes, please provide details of the Higher Body together with the annual amount paid.

How much grant are you seeking?

£

Give itemised and 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' 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.

Signed:

Position in Organisation:

Date:

Completed forms should be returned by *xxxxxxx* to:

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

Or email: administration@lichfield.gov.uk