



WEM TOWN COUNCIL COMMUNITY GRANT APPLICATION FORM

If you require any help filling in the application form or have any questions,
please contact the Town Council.

1	Contact Details
<p>NAME OF CONTACT PERSON:</p> <p>POSITION IN ORGANISATION:</p> <p>ADDRESS:</p> <p>TEL NO:</p> <p>EMAIL ADDRESS:</p>	
2	Your Organisation or Group or Event Details
<p>Name of Organisation/Group or Event:</p> <p>Briefly detail the Aims and Objectives of your organisation or the event you wish to run.</p> <p>How does it benefit the residents of Wem?</p> <p>When was the committee/ organisation formed:</p>	

3

Grant Application Details

Briefly describe the project or purpose for which you require a grant and state how it will benefit the local community:

What is the total cost of the project?

Please indicate the size of the grant that you require? (maximum £500)

If applicable, how do you intend to fund the balance of the project?

**Have you applied to any other organisation for a grant for the same project?
If yes, please give details including unsuccessful applications.**

**Will the project incur ongoing maintenance and/or running costs?
If yes, please give details of how you intend to fund this**

4	Please provide the following details from your most recent annual accounts (Newly established organisations please provide, their projected income and expenditure for the next twelve months).
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Total Income	£
Less Total Expenditure	£
Surplus / Loss	£
Savings (Reserves, Cash, Investments)	£

5	Declaration
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This declaration must be signed by an authorised person within the organisation or group, e.g. Committee Member, Office Holder or Trustee.

1. I am authorised to make the application on behalf of the above organisation.
2. I have read and noted the Council’s criteria relating to this application and agree to abide by the conditions listed if a grant is awarded by the Council.
3. I certify that the information contained in this application is correct.
4. If the information in the application changes in any way, I will inform the Council.
5. I give permission for the Council to record the details of my organisation electronically and to contact my organisation by phone, mail or email regarding this application.
6. If the application is successful, I give permission for the Council to publicise the project/activity in the local media and on its website.
7. I agree to provide a report, including photographs, to the Council, indicating how the grant awarded has been spent, within six months of completion.

I declare that the information given in this application is correct and if the application is successful, agree to adhere to the conditions laid out in the Wem Town Council’s Community Grants Policy, a copy of which I have received.

On behalf of (insert name of organisation or group)

Signed Date

Position in organisation or group

Please include any other information which you consider would support your application (eg additional literature, leaflets, annual reports)

6	Payee Details for Any Funding Award <i>All grant funding will be paid by BACS if possible</i>
Name of payee organisation as it appears on bank account:	
Bank Account Number	Sort Code

CHECKLIST	
Please enclose the following with your application. We will only process your application when we have received them.	
	Please Tick
Signed application form, with every question answered	
Latest audited annual accounts	
Constitution or set of rules (if not applicable please state so)	
Copies of written estimates/quotations for equipment/capital items	
Please send completed application form (with all supporting documentation) either by post or email to: Wem Town Council Wem Library High Street Wem SY4 5AA info@wem.gov.uk <b style="color: red;">Closing date for applications 4pm 31st January 2025 <b style="color: red;">No late applications will be considered	

If your application is successful, you will be informed in February 2025 and the grant itself will be awarded at the Annual Town Meeting to be held on 13th March 2025.