**ANNUAL CORE BUDGET GRANT APPLICATION  
*Applications must be submitted by 4pm – Friday 27th August 2021***

***CONTACT DETAILS***

Name of Group/Organisation

Address

Post Code: Email: Tel No:

Contact Person

Title: First Name:

Surname: Position held in Group:

***AIMS AND PURPOSE OF YOUR COMMUNITY GROUP***

Charity Registration Number

If you are not a registered charity you must enclose a copy of your constitution.

What does your community group/organisation do and how are you financed?

How many people are in your group/organisation

***HOW WILL THE FUNDING BE USED?***

Please give details below. Please continue on a separate sheet if necessary.

How many people will benefit from this project? Details of the number of members of your group that are from Ludlow and the numbers of people from Ludlow that will directly benefit from your project would be most helpful.

***FINANCIAL DETAILS***

You must include an up-to-date statement of your group’s financial position (a copy of the latest accounts or a treasurer’s report). If you are holding substantial reserves you must provide an explanation as to why this project cannot be supported from your own funds

**2022 - 2023**

**Financial year that funding will cover:**

**Desired grant from Ludlow Town Council**

***If a grant is awarded, please provide bank details below:***

Name of Account:-

Sort Code:- **-** **-**

Bank Account No:-

**Funds Granted/contributions from other bodies (please give details including whether these are secured).**

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**If there is a shortfall in funding, how do you propose to fund the deficiency?**

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***Previous applications***

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| Please give details of all grant applications made by your organisation to Ludlow Town Council, whether successful or not, in the last five years (include Project Support Grants and Annual Core Grants). |

***DECLARATION***

We confirm we are authorised to submit this application on behalf of the Group and certify that the information enclosed is correct.

We understand that there is no appeal procedure should this application be rejected. We undertake on the behalf of the organisation that any financial assistance offered will only be used for the purpose for which it is granted and will be returned to Ludlow Town Council if it is not required for that purpose or if duplicate funding is in place.

We understand that we are expected to provide Ludlow Town Council with a progress report and information on how the money has been spent and will complete and return the Evaluation and Monitoring Form.

Signature 1 Date:

(Person submitting form)

Signature 2 Date:

(Chairperson or senior representative of the Management Committee)

***CHECKLIST***

It is essential that you fill in every question and send the appropriate supporting documentation.

Complete the following checklist to show what you have done. If you do not include all the information requested, your application will be incomplete and will take longer to assess or be ineligible. Please do not send any documentation other than that requested.

|  |  |
| --- | --- |
| **I have:**  (Please tick) | * Answered every question * Enclosed a copy of our constitution (if you are not a registered charity) * Enclosed a copy of our latest accounts and/or treasurer’s statement * I have provided feedback and photographs if previous grant funding was awarded. |

**Please answer all sections of the grant form as fully as possible. If the form does not allow adequate space, please continue on a separate sheet.**

**ALL APPLICATIONS FOR FINANCIAL ASSISTANCE ARE CONSIDERED ON THEIR INDIVIDUAL MERITS.**

**APPLICATIONS ARE CONSIDERED ANNUALLY AT THE FULL COUNCIL MEETINGS HELD IN SEPTEMBER OR OCTOBER.**

**IN ORDER FOR YOUR APPLICATION TO BE CONSIDERED IT WILL NEED TO BE SUBMITTED NO LATER THAN 4PM, 27th AUGUST 2021.**

Completed Application Forms should be returned to:

Gina Wilding, Town Clerk, Ludlow Town Council,   
The Guildhall, Mill Street, Ludlow, Shropshire SY8 1AZ

Tel: 01584 871970 Email: townclerk@ludlow.gov.uk

PRIVACY NOTICE

Ludlow Town Council collects and manages personal data under the Data Protection Act 1998 and the General Data Protection Regulations 2018. All applications for public funding must be considered and approved at a public meeting. The contact details of the organisation must also be transparent. Please do not include any details on this form that you do not wish to be in the public domain.

Your information will be lawfully processed by the Council within the terms of our privacy policy.

To find out more about our privacy arrangements, please access the Council’s website [www.ludlow.gov.uk](http://www.ludlow.gov.uk) where our full Privacy Notice and Privacy Policy can be viewed.