

ANNUAL CORE BUDGET GRANT APPLICATION

Applications must be submitted by 4pm – Friday 10th October 2025

CONTACT DETAILS

Name of Group/Organisation

Address

Post Code:	Email:	Tel No:
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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.

VAT Registration Number (if applicable)

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

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How many people are in your group/organisation?

HOW WILL THE FUNDING BE USED?

In 300 words (or less), please explain what the funding will be used for:

State how many people will benefit from this project. The number of group members from Ludlow and the number of people from Ludlow directly benefiting 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 your group holds substantial reserves, you must provide an explanation as to why this project cannot be supported from your own funds.

Financial year that funding will cover:

2026 - 2027

Desired grant from Ludlow Town Council*

*The maximum per application is £5,000

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

Name of Account:-

Sort Code:-

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Bank Account No:-

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

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

Previous applications

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 (Person submitting form)	Date:
Signature 2 (Chairperson or senior representative of the Management Committee)	Date:

CHECKLIST

It is essential that you answer every question and send the requested supporting documentation.

If you do not include all the information requested, your application will be incomplete and ineligible.

Please do not send any documentation other than that requested.

Complete the following checklist.

I have: (Please tick)	<input type="checkbox"/> Answered every question <input type="checkbox"/> Enclosed a copy of our constitution (if you are not a registered charity) <input type="checkbox"/> Enclosed a copy of our latest accounts and/or a detailed treasurer's statement. <input type="checkbox"/> Provided feedback and photographs for all previous grant funding awarded by Ludlow Town Council.
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Please answer all sections of the grant form as fully as possible.

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If you do not receive an acknowledgement receipt of your application via email within two working days, please phone 01584 871970 to confirm that it has been received.

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 RECEIVED NO LATER THAN *4pm – Friday 10th October 2025*

Completed application forms and supporting information 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 where our full Privacy Notice and Privacy Policy can be viewed.