



**TRURO CITY COUNCIL
GRANT APPLICATION FOR COMMUNITY GROUPS AND ORGANISATIONS**

Applicant details			
All information requested below MUST be carefully and clearly set out in block letters. Responsibility for any error or omission rests with the person signing this form.			
Name of the organisation			
Name of organisation's representative (applicant)			
Role within the organisation			
The organisation's address (please include postcode)			
Email address			
Contact telephone number			
Is the organisation a registered charity? Yes/No		Charity No.:	
Total cost of the project?	£	How much are you applying to Truro City Council for?	£
Have you previously received a grant from Truro City Council?		Yes/No	
If you answered yes to the above question, please provide details (amount received, purpose of the grant and date the grant was awarded)			
Please give the details of other sources of funding			
Please state in approximately 200 words how this project will benefit the residents of Truro			

BACS details	
Bank name and address:	
Account number:	
Sort code:	
Name on the bank account:	
Email address for remittance:	

I agree that the information provided will be retained by Truro City Council as outlined in their Information and Data Protection Policy.
 I agree to Truro City Council contacting me regarding this and other applications relating to the grant scheme.
 Please tick this box to agree

Sign	Date

Guidance notes for applicants

- Applications will only be considered should they demonstrate that the grant will be of benefit to the community of Truro; you may be requested to provide further evidence.
- In line with The Local Government Act 1976, grants will only be given to non-profit making organisations.
- All applications **MUST** be submitted with up to date annual accounts. Failing this, a current statement of the organisation's funds and balances will be accepted.
- Grants will not be awarded for maintenance or repair work and not normally for general running expenses. Applications from individuals will not be considered and the grant must be used within two years of being awarded (evidence of this may be requested).
- As a guideline, Truro City Council normally awards grants from a minimum of £50 to a maximum of £750. Where the total project cost exceeds £1,000, evidence of three competitive quotations may be required.
- All grant awards will be paid via BACs so please provide these details on the application form – for enquiries please email finance@truro.gov.uk
- All applications will be submitted to the Finance and General Purposes Committee for consideration twice a year; November and June. You will be informed of the outcome, and/or any other information required, within 5 working days of the full Council meeting that follows.
- Truro City Council reserves the right to request the organisation to provide evidence of any of the above.
- Please return this form to The Town Clerk's department, Truro City Council, Boscawen Street, Truro TR1 2NE or email: nikki@truro.gov.uk
- Further information and guidance about the grant scheme and a downloadable application form can be found at http://www.truro.gov.uk/Grant_Scheme_6573.aspx