STANDARD COMMUNITY GRANT APPLICATION FORM

For grant applications over £1,000

Applicants should read the Diss Town Council Grant Policy before completing this form.

Applications may be submitted throughout the year and will normally be considered at the next appropriate meeting of Full Council.

---

1. Applicant Details

Name of organisation:
[Insert details]

Organisation address:
[Insert details]

Website or social media page, if applicable:
[Insert details]

Name of main contact:
[Insert details]

Position in organisation:
[Insert details]

Telephone number:
[Insert details]

Email address:
[Insert details]

---

2. About Your Organisation

Type of organisation:
Please tick all that apply:

☐ Registered charity
☐ Community group
☐ Voluntary organisation
☐ Sports, arts or cultural organisation
☐ Community interest organisation
☐ Other not-for-profit organisation
☐ Other — please state: [Insert details]

Charity number, if applicable:
[Insert details]

Company number, if applicable:
[Insert details]

Year established:
[Insert details]

Please briefly describe your organisation, its aims and main activities.

[Insert details]

Approximately how many people are involved in running the organisation?

[Insert details]

Approximately how many people currently benefit from your activities?

[Insert details]

---

3. Project Details

Project title:
[Insert details]

Amount requested from Diss Town Council:
£[Insert amount]

Total project cost:
£[Insert amount]

Project start date:
[Insert details]

Project completion date:
[Insert details]

Please describe the project or activity for which funding is requested.

[Insert details]

---

4. Community Benefit

Who will benefit from the project?

[Insert details]

How will the project benefit the residents of Diss?

[Insert details]

Approximately how many people will benefit?

☐ Under 25
☐ 25–50
☐ 51–100
☐ 101–250
☐ More than 250

---

5. Funding and Budget

Please provide a breakdown of project costs.

Item	Cost
	£
	£
	£
	£
	£
Total Project Cost	**£**

Have you applied for, or received, funding from any other source for this project or activity?

☐ Yes
☐ No

If yes, please provide details.

Funding Source	Amount Applied For	Amount Secured
	£	£
	£	£
	£	£

Is your organisation contributing any funding, resources or volunteer time towards the project?
☐ Yes
☐ No

If yes, please provide details:
[Insert details]

---

6. Financial Position

Please state the value of your organisation's unrestricted reserves.

£[Insert amount]

If unrestricted reserves exceed the amount requested from Diss Town Council, please explain why external funding is required.

[Insert details]

Please provide a summary of your current financial position.

[Insert details]

---

7. Governance and Compliance

Please confirm that your organisation has:

Requirement	Yes	No
Constitution or governing document	☐	☐
Committee or management structure	☐	☐
Bank account in organisation name	☐	☐
Public liability insurance (where applicable)	☐	☐
Safeguarding arrangements (where applicable)	☐	☐
Risk assessment for the project (where applicable)	☐	☐

If you have a bank account in the organisation's name, please provide the bank account details to which any grant awarded should be paid:

Bank/building society name:
[Insert details]

Account name: [Insert details]

Sort code: [Insert details]

Account number: [Insert details]

8. Supporting Documents

Please provide:

☐ Most recent accounts or financial statement
☐ Latest bank statement
☐ Constitution or governing document
☐ Budget breakdown
☐ Evidence of the proposed expenditure (e.g. quotations, estimates or project budget)
☐ Evidence of other funding applications (if applicable)
☐ Any other supporting information that will help the Council understand the project or activity

The Council may request additional information where this is considered necessary to assess the application.

---

9. Conditions of Grant

If awarded funding, the organisation agrees:

- To use the grant solely for the purpose stated in this application.
- To notify the Council of any significant changes to the project.
- To provide monitoring information when requested.
- To acknowledge support from Diss Town Council where appropriate.
- To return any grant funding not used for the approved purpose.
- To provide evidence of expenditure if requested by the Council.
- That unused grant funding may be returned to Diss Town Council.
- That grant awards may be recorded in Council minutes and published in line with normal transparency requirements.

Failure to comply with grant conditions may affect future applications and may result in a request for repayment of all or part of the grant.

---

10. Declaration

I confirm that:

- I am authorised to submit this application on behalf of the organisation named above
- The information provided in this application is accurate to the best of my knowledge.
- The organisation agrees to comply with the conditions of grant.

Name:
[Insert details]

Signature:
[Insert details]

Date:
[Insert details]

Submission

Please return completed applications to:

The Town Clerk
Diss Town Council
11–12 Market Hill
Diss
Norfolk
IP22 4JZ

Email: towncouncil@diss.gov.uk

Office Use Only

Date received:
[Insert details]

Application complete:
☐ Yes
☐ No

Additional information requested:
☐ Yes
☐ No

Panel review date:
[Insert details]

Full Council meeting date:
[Insert details]

Decision:
☐ Approved
☐ Approved in part
☐ Refused
☐ Deferred

Amount awarded:
£[Insert amount]

Minute reference:
[Insert details]

Monitoring required:
☐ Yes
☐ No

Notes:
[Insert details]