



GRANT APPLICATION FORM QUESTIONS

This list of questions is provided to assist in planning your grant application wording. To complete the online form please visit: <https://www.thornburytowncouncil.gov.uk/grants/>

1. Please enter the name of the organisation applying for a grant
2. Please enter the correspondence address including postcode
3. Please enter the name of the person completing this form
4. Please give your title/role within the organisation
5. Please enter your contact email address
6. Please enter a contact phone number
7. Tell us about your organisation
8. Is your organisation a registered charity?
9. Please enter your registered charity number, if applicable:
10. Is your organisation part of, or affiliated to, any national organisation?
11. Please give details of the national organisation
12. Where does your organisation meet/provide services/operate
13. Please upload a copy of your organisation's constitution/governing document.
14. How is your organisation funded?
15. What are your current fees/charges/subs if applicable
16. Does your organisation have a dedicated bank account?
17. Please state your current financial reserves held in your organisation's accounts (£)
18. Please fully explain your total current financial reserves including explanation of any earmarked/restricted reserves and the basis for your general reserves fund/contingency levels
19. Please upload a copy of your most recent accounts and balance sheet (you must be signed in to a google account in order to do this).
20. Please confirm that your project has not yet commenced
21. Please briefly describe the project or purpose for which you require a grant
22. What is the identified need behind your project?
23. Please explain how the project will benefit the community and residents of Thornbury and who exactly will be the recipients of the benefit?
24. Approximately how many people do you expect to benefit from your project/initiative IN TOTAL?
25. Approximately how many of these do you expect to live within the parish of Thornbury?
26. Please explain fully how your proposed project or initiative meets the requirements of the grant Awarding Policy?
27. Please provide a brief statement in relation to the environmental impact of your project/initiative?
28. Which grant funding category are you applying to?
29. When do you expect your project/initiative to start?
30. When do you expect your project/initiative to end/be delivered?
31. Do you anticipate that your project/initiative will be completed within 12 months of grant award, if successful?

32. If not, please explain why the project/initiative will not be completed within 12 months of grant award:
33. What is the TOTAL project/initiative cost?
34. What is the amount of grant funding you are seeking from Thornbury Town Council?
35. Have you obtained, or applied for, funding from other sources?
36. Please give details of any grant funding you have sought/will be seeking from another source:
37. If you are not applying for the full amount, please specify where the remaining funds will come from:
38. If you are awarded less than 100% of the requested funding would the project/initiative still go ahead?
39. Is your organisation able to reclaim VAT, and if so, what proportion?
40. Please upload quotes/evidence of costs in support of your application and/or a budget breakdown for the project/initiative:
41. Please provide any supplementary information in support of your application, or expand on any answers above where necessary:
42. If grant funding is awarded do you undertake to credit Thornbury Town Council in all promotional material relating to the project/initiative?
43. Do you agree to provide progress/evaluation reports to Thornbury Town Council as set out in the Grant Awarding Policy and Procedure?
44. Do you undertake to provide evidence of spend of the grant award, or a statement of project expenditure incurred to evidence this, at the conclusion of the project/initiative?
45. Please let us know how you learnt of the Thornbury Town Council grant funding opportunity:
46. Finally, please tick below to accept that the information provided in this form is true and accurate to the best of your knowledge and that the organisation agrees to abide by the terms and conditions of the Thornbury Town Council Grant Awarding Policy and Procedure?