

WOODSTOCK TOWN COUNCIL

GRANT APPLICATION FORM

2024/25

Please read the Town Council’s Grants Policy thoroughly before completing this application form. *Please bear in mind that this application form and all supporting information will be available for inspection by Councillors and members of the public.*

When complete, the form should be returned to The Town Clerk, Woodstock Town Council, The Town Hall, Market Street, Woodstock, OX20 1SL.

Application forms should be received at least 2 weeks before the Full Council Meetings in July and February at which grants will be considered.

SECTION 1 – CONTACT DETAILS:

Organisation applying for the grant (this is the name used for payment should a grant be agreed):

.....

Name of applicant on behalf of organisation:

Position within organisation:

Address:

Email:

Telephone:

SECTION 2: WHO YOU SERVE IN WOODSTOCK

How many people did you serve in Woodstock last year?

Please briefly explain the help that was provided:

.....

.....

.....

.....

.....

SECTION 3 – GRANT APPLICATION

What, specifically, would a grant be used for?

What is the total cost of this project / item?

How much WTC grant are you applying for?

Are you applying for, or have you received, funding from other sources? If so, please provide information:

.....
.....
.....
.....

SECTION 4 - SUPPORTING DOCUMENTS

Where possible please provide:

Proof of charitable status if relevant Y / N

Last audited accounts / recent bank statement Y / N

A copy of your organisation’s aims and objectives Y / N

SECTION 5 - DECLARATION

“I believe that the information given both within this form and the supporting material provided is correct.

I understand that, if successful, I will be required to provide a report that confirms that any grant monies have been spent in accordance with the activities outlined within this application.

In making this application I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis”.

Signature:

Name (printed):

Date: