



BLYTH TOWN COUNCIL

COMMUNITY GRANT APPLICATION FORM 2025/2026

(PLEASE NOTE: Completed Application Forms are open to public inspection)

SECTION 1

Name of Group/Organisation

Name of Person/s Making Application	Address and Postcode
Contact Telephone Number	Email Address

SECTION 2

Type of Organisation (Registered Charity/CIC/Voluntary Organisation);

Organisation Number (if applicable);

SECTION 3

Please provide a brief description of your group/organisation and its activities;

SECTION 4

Please complete the information relating to personnel in your organisation;

Role	Number
Trustees	
F/T Employees	
P/T Employees	
Volunteers	

SECTION 5

Please provide the following financial summary relating to your group / organisation;

(Please base this upon the most recent available information from your accounts)

Annual Income	Project Specific Funds (Restricted)	£
	General Funds (Unrestricted) Please see Policy and Procedure – 4. Conditions of Funding	£
Total		£
Annual Expenditure	Building Costs	£
	Staff Costs	£
	Project/s Costs (excluding employee costs)	£
	Other (please provide summary below)	£
Total		£

SECTION 6

Please tell us the total cost of your project; £

Please tell us the amount of funding you are requesting from Blyth Town Council; £

SECTION 7

Please provide a full description of the proposed project /purchase;

SECTION 8

Estimated Costs and Funding Requirements;

Please provide a detailed breakdown of the estimated costs for your project or purchase. Include information on how these costs were calculated, along with supporting documents such as estimates, catalogues, or price lists where applicable.

- For expenses between £100 and £4,999, you must provide at least two estimates.
- For projects exceeding £5,000, where funding is being applied as part of a larger project, three quotes are required.

If your project consists of multiple elements, please itemise each component. This helps the Committee assess funding distribution, especially when full funding may not be available.

If you are unable to provide the required estimates, please explain why.

**SECTION
9****How does your project align with the Town Council's objectives and support its strategic priorities;**

Please describe how your project contributes to one or more of the following goals:

- improving the standard of living
- promoting healthier lifestyles
- encouraging community involvement and positive change
- fostering environmental awareness
- ensuring access to essential resources.

Additionally, does your project benefit any of the following target communities:

- Children and young people
- Older people
- Ethnic groups
- Individuals on low or no income
- Other minority groups.
- And how many people will benefit.

**SECTION
10**

Have you applied for a Community Grant from Blyth Town Council in the past? YES ☐ NO ☐

If 'yes', was your application successful? YES ☐ NO ☐

**SECTION
11**

Please provide information of any project/s or purchases supported by Blyth Town Council in the last 5 years;

Please highlight the benefits /problems associated with the project and were the outcomes as expected.

**SECTION
12**

Have you applied via any other sources of funding for this project?

YES ☐ NO ☐

If 'yes' please state where from;

If you have received or have been offered funding for this project, please give details;

**SECTION
13**

Please provide details of the bank/building society, name on the account, account number and sort code:

Bank Name	
Sort Code	
Account Number	

PLEASE NOTE: A grant will only be payable into a bank account of the same name as the organisation making the grant application. If you do not have a bank account this will need to be set up prior to a grant being offered or any payment being made.

Grants will only be given where applications meet the Council's aims and objectives as detailed in the Policy and Procedure 2025/2026

Please read the notes below regarding the general data protection regulations before signing this form.

Please return your completed application form and any additional information together with;

- ◆ a copy of your organisation's constitution or governing document
- ◆ a copy of your latest annual accounts
- ◆ a copy of your latest bank statement
- ◆ a copy of estimates and quotations
- ◆ a copy of governance information as detailed in the Policy and Procedure 2025/26

**Please send all these documents via email to;
info@blythtowncouncil.gov.uk**

SECTION 14

I have authority from my organisation to submit this application and have read the Policy and Procedures for Community Funding form the Town Council and confirm that all information in this application is correct.

FULL NAME (Please Print)

SIGNATURE

DATE

Please Note: No expenditure should be incurred before you have received confirmation of grant allocation. Retrospective applications cannot be considered.

DATA PROTECTION

Application forms and any information submitted to support an application will be held on file as follows before being destroyed;

Successful applicants - for five years following the year in which the grant was awarded.

Unsuccessful applicants - until the approval of the minutes of the meeting which declined the application.

The new general data protection regulations (GDPR) require individuals to consent that their data can be held by, in this case, the Town Council and this will be used for Community Grant purposes only. By signing this form, you are giving your consent for your data to be held.