



# BLYTH TOWN COUNCIL

## COMMUNITY GRANT APPLICATION FORM 2026/2027

(PLEASE NOTE: AN APPLICATION SUMMARY IS MADE PUBLICLY AVAILABLE ON BLYTH TOWN COUNCIL'S WEBSITE)

SECTION 1	
Name of Group/Organisation	
Name of Person/s Making Application	Address and Postcode
Contact Telephone Number	Email Address

SECTION 2
<b>Type of Organisation</b> (Registered Charity/CIC/Voluntary Organisation);
<b>Organisation/Charity Number</b> (if applicable);

SECTION 3
<b>Please provide a brief description of your group/organisation and its activities.</b>

**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 a financial summary relating to your group/organisation, based on the most recent available information from your accounts.

<b>Annual Income</b>	<b>Project Specific Funds (Restricted)</b>	£
	<b>General Funds (Unrestricted)</b> [See Policy and Procedure 2.2 Eligibility Criteria: where reserves are substantial, detailed information must be provided]	£
	<b>Total</b>	£
<b>Annual Expenditure</b>	<b>Building Costs</b>	£
	<b>Staff Costs</b>	£
	<b>Project/s Costs (excluding employee costs)</b>	£
	<b>Other (please provide summary below)</b>	£
	<b>Total</b>	£

## SECTION 6

Please tell us the total cost of your project: £  
[See Policy and Procedure Section 3 on part-funding]

Please tell us the amount of funding you are requesting from Blyth Town Council: £  
[Maximum grant is £5,000]

## SECTION 7

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

SAMPLE

## SECTION 8

### Estimated Costs

Please provide a detailed breakdown of the estimated costs for your application. 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.

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

**SECTION  
9**

*Town Council objectives:*

*To promote the environmental, social and economic wellbeing of the town and its community; and to develop an epidemic strategy and policy statement on Climate Change for the Council.*

*To provide high quality core services in the most effective and efficient manner which will deliver the Council's agreed priorities and objectives.*

*To provide leadership and be a voice for the community in all matters which impact on the town and its community.*

*To work in partnership locally and regionally to meet common goals and outcomes.*

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

Make reference to how your project contributes towards:

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

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.

**How many people will benefit, approximately?**

**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 with dates if known:**

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 and whether it has been offered/received  
(include any funding confirmation letters etc)

**Do you give permission for your application to be considered for funding through Councillors' Small Schemes as part of this process?**

[See Policy and Procedure 1.1]

**YES**

**NO**

**SECTION  
13**

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

<b>Account Name</b>	
<b>Bank</b>	
<b>Sort Code</b>	
<b>Account Number</b>	

**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.

**Additional documents required:**

**Please return your completed application form and 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
- copies of the agenda of the last three governance meetings
- a safeguarding policy, where the application is for young/vulnerable people

**Please send all these documents via email to [info@blythtowncouncil.gov.uk](mailto:info@blythtowncouncil.gov.uk)**

Applicants are encouraged to speak with officers at Blyth Town Council for support with any aspects of this application; concessions are made for e.g. new organisations. Applications which fail to submit all the required documents or an explanation around fulfilling the criteria before the deadline cannot be considered by the Committee.

Read the notes regarding the general data protection regulations before signing.

<b>SECTION 14</b>	
I have authority from my organisation to submit this application and have read the Policy and Procedures for Community Funding from the Town Council and confirm that all information in this application is correct.	
<b>FULL NAME (Please Print)</b>	
<b>SIGNATURE</b>	<b>DATE</b>

#### 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.

An application summary is made publicly available on the Council's website.

Sub-Committee minutes recording outcomes are published and held for the terms outlined in the Data Retention Policy.

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