



# Southam Town Council

The Grange Hall, Coventry Road,  
Southam, Warwickshire, CV47 1QA  
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Town Clerk Mrs Debbie Carro

## GRANT APPLICATION FORM

Name of Organisation

**Organisation main point of contact:**

**Name:**

**Address:**

**Postcode:**

**Telephone Number:**

**Email Address:**

Question	Answer
1. Title of activity/project	
2. Amount of grant requested?	
3. For what purpose is the grant required? Please be specific.	
4. Full estimated cost of above.	

<p><b>5. Explain why the activity/project is needed.</b></p>	
<p><b>6. How long will the activity/project last?</b></p>	
<p><b>7. If the activity is on-going, how long has it been going?</b></p>	
<p><b>8. How many Southam residents will directly benefit from this activity/project?</b></p>	
<p><b>9. How many people will indirectly benefit from this activity/project?</b></p>	
<p><b>10. What are the environmental benefits of the activity/project?</b></p>	
<p><b>11. What are the health benefits of the activity/project?</b></p>	
<p><b>12. How will you know that the activity/project is successful?</b></p>	
<p><b>13. How will you make sure that the Health &amp; Safety of participants and community are safeguarded and the environment protected?</b></p>	
<p><b>14. Have you received grant funding from Southam Town Council in the past 5 years? If yes, please state the amount awarded and details of the activity/project?</b></p>	

<b>15. Please submit a copy of the latest Annual Accounts for your organisation otherwise your application cannot be considered.</b>	
<b>16. Please itemise all significant changes from the figures shown in your submitted accounts.</b>	
<b>17. Are there any current balances being retained for specific purposes?</b>	
<b>18. Have any grants from alternative sources been applied for? If yes, please give details.</b>	
<b>19. Please state any further information in support of your application.</b>	
<b>20. <u>Feedback Form</u> Attached to this Application Form is a feedback form that must be completed if this grant application is successful. Failure to complete this form and return it to Southam Town Council within 3 months of the completion of your project will result in future grants from your organisation not being considered.</b>	

Grants are allocated twice a year at the February and September Council Meetings. In order to ensure your application is considered, please return this form to the Deputy Clerk/Financial Officer by the first Monday in February or the first Monday in September; late application will be held over until the next round of grants. A copy of your latest account must accompany the form.

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**OFFICE USE ONLY**

**TO BE COMPLETED BY TOWN CLERK OR DEPUTY CLERK**

Please score this Grant Application a 2, 1 or 0 based on the following:

2 Criteria fully met

1 Criteria not fully met

0 Criteria not met

Score \_\_\_\_\_

# SOUTHAM TOWN COUNCIL FEEDBACK FORM

## FEEDBACK ON SOUTHAM TOWN COUNCIL GRANT FUNDED ACTIVITY/PROJECT

Organisation	
Grant Amount Awarded	
Title of activity/project	
Date when grant was awarded	
Dates of the activity/project	
How many people were directly involved?	
How many people benefited either directly or indirectly?	
What was the added value – environmental, health, community involvement etc..	
What were the highlights?  Please attach any compliments or positive feedback, photos, copies of newspaper articles etc.	
<b>Financial Breakdown</b> – How was the grant spent? Please be specific and attach copies of receipts and invoices	
<b>Materials /Services</b>	<b>Cost</b>

**Thank you for completing this questionnaire, please return it to Southam Town Council, The Grange Hall, Coventry Road, Southam CV47 1QA**