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 **RHAYADER TOWN COUNCIL**

 **SMALL GRANT APPLICATION FORM**

 For grant applications up to £250

***Before completing the application form, please ensure you have read the grant application guidelines and you have provided all supporting documents including copies of any relevant quotations.***

***Applications submitted with missing information or supporting documents will not be considered***

1. Name of Applicant:

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1. Name of Organisation:

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1. Type of organisation e.g. charity, community group

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1. Correspondence address, email address and contact telephone number:

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| --- |
|  |
|  email: |  Tel: |  |

1. Nature of activities of the organisation:

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1. Please give a **detailed description** of the project. Include information or evidence that shows why this project is important and the benefits it provides:

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1. Beneficiaries, who will benefit from this project? Please provide details.

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1. If a grant is awarded, when will the project commence

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1. When do you expect the project to be completed

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1. Please indicate the expected total cost of the project proposal and show in some detail the breakdown of costs. Please **attach copies of quotes.**

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|  **TOTAL COST:** |

1. What is the amount of contribution requested from Rhayader Town Council (**maximum £250)**

|  |
| --- |
|  £ |

1. If not applying for the full amount, how will the balance of the cost of the project be raised:

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|  |

1. Please detail the balances held by the organisation:

|  |  |
| --- | --- |
| Date at which the balances were recorded |  |
| What is the name of the organisation on the Accounts |  |
| Current Account | £ |
| Deposit Account | £ |
| Other Investments | £ |
| Total Balances Held | £ |

1. Declaration on behalf of the applicant:

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| --- |
| I confirm that the above statements are correct, I have enclosed copies of quotes and that any grant fund awarded will be applied solely for the purposes for which it was approved. Signed ………………………………………………………………………………………………………………………………………..Date: ………………………………………………………………………………………………………………………………………..Name …………………………………………………………………………………………………………………..…………………..Position ……………………………………………………………………………………………………………………………………. |