

PORTLAND TOWN COUNCIL

Annual Grant-Making, 2018/19

Each year the Town Council makes a number of grants up to the value of £500. These go to voluntary organisations serving the people of Portland otherwise than for profit. The Council therefore welcomes applications from interested organisations.

Applications forms are available from the Council Offices, 52 Easton Street, Portland, DT5 1BT, telephone no. 01305 821638, e-mail address office@portlandtowncouncil.gov.uk. The deadline for the receipt of completed applications is Friday, 12th October 2018.

Wayne Lewin
Interim Town Clerk

PORTLAND TOWN COUNCIL

GRANT APPLICATION

Organisations should attach a letter of application in support of their request for a grant. Applicants should show in this letter that the grant requested meets the criteria set out in the document, "Council Grant Scheme."

If you need advice or assistance in completing this form, please telephone the Council Offices on 01305 821638.

NAME OF ORGANISATION

.....

REGISTERED CHARITY NUMBER (if applicable)

YEAR ORGANISATION ESTABLISHED

HEADQUARTERS OF ORGANISATION

PURPOSE OF ORGANISATION

.....

NAME OF PERSON MAKING THE APPLICATION

.....

ADDRESS

..... **TELEPHONE**

POSITION IN ORGANISATION

NAME & ADDRESS OF CHAIRMAN

.....

NAME & ADDRESS OF SECRETARY

.....

SUM REQUESTED £ (Maximum grant £500)

PURPOSE OF GRANT

.....

TOTAL COST OF PROJECT / PURCHASE OF EQUIPMENT / BUILDING WORKS FOR

WHICH GRANT IS REQUESTED £

- Our organisation has a written constitution. (Tick if applicable)**
- Our organisation has a bank account in its own name.**
- I attach a set of the latest available audited accounts.**

I certify that the above information is correct at the time of making this application. I understand that if any of the above is subsequently found to be erroneous to any material extent, it may lead to this application being disqualified from consideration and any grant approved by Portland Town Council being withdrawn. I agree to my organisation being bound by the criteria and conditions set out in the Council Grant Scheme.

SIGNED **DATED**

The completed form and accompanying letter of application should be sent to:-

Portland Town Council
Council Offices
52 Easton Street
Portland
DT5 1BT

The closing date for the receipt of applications is Friday 12 October 2018