



Application reference no:.....

Part 1: About You / Your Organisation

Name of Organisation:.....

Name of Applicant..... Position in Organisation.....

Address for Correspondence.....

.....

Phone Number:..... Email Address:.....

You must contact the Town Clerk prior to submitting an application info@hebdenroydtowncouncil.gov.uk or 01422 842181

Does your Constitution include a dissolution clause?	Yes/No
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Please give details of previous funding received from **Hebden Royd Town Council**:

Year	Amount	Project	Satisfactory End of Grant Report?

Part 2: About Your Project

Please give a full description of the project for which funding is requested.

Start Date: _____ Finish Date: _____

Project Description

(please use continuation sheet if necessary)

How will your project benefit the people living in the Hebden Royd area?

(please use continuation sheet if necessary)

How will you demonstrate that your project has benefitted the people living in the Hebden Royd area?

(please use continuation sheet if necessary)

What measures will you take to ensure that your project is accessible to as many people as possible?

(please use continuation sheet if necessary)

How will you demonstrate that your project was accessible to as many people as possible?

(please use continuation sheet if necessary)

If the project involves young people and/or vulnerable adults do you have policies and procedures in place to protect them? _____(please attach)

Projected number of users: _____ Will you be making any charge to users? _____

Number of volunteers who will deliver your project _____

Cost breakdown please give as much detail as possible about the cost of your proposed project

Amount	What for

Total cost of project: £.....

Amount requested from Hebden Royd: £.....

Amount requested from other sources

Amount	Source

Signature of person completing this form:

Date:.....Position in your group:.....

Your application will NOT be assessed unless you have contacted the Town Clerk
info@hebdenroydtowncouncil.gov.uk or 01422 842181
 prior to completing an application and have attached the following relevant documents:

- A copy of audited accounts or bank details if a new group
 - Your constitution
 - A list of your organisation’s officers
 - Details of the project
 - Bank details for payments by BACS