

**WARWICK DISTRICT COUNCIL**  
**COMMUNITY DEVELOPMENT - (SMALL GRANTS)**

**APPLICATION FORM**

**1. Name of organisation/individual making the application (please state whether individual or organisation).**

**2. Brief detail and location of the project**

**3. Name address and status of official representative to whom communications should be addressed (with daytime telephone number and email address)**

**4. What are the main activities the organisation undertakes?**

**5. Total amount of grant required (maximum £500)**

**6. Please provide a detailed action plan for your project including locations, time-scale, actions, responsibilities and costs. (Continue on a separate sheet if necessary)**

**7. Please state which two (or more) Corporate Strategy Priorities the project meets and your anticipated outcomes from the project.**

**8. Have you received any other grants from the Council in the past three years?**

\_\_\_\_\_ **YES**

\_\_\_\_\_ **NO**

**If yes, please give details**

**9. Please give a breakdown of the costs of the project. Indicate with an asterisk, which items you would like the grant funding to go towards.**

**10. Please detail your organisation's contribution or any other contribution being made towards the project. (This may be in-kind eg: volunteer time or match funding). If possible estimate a cash value for any 'in-kind' contribution.**

**PLEASE ENSURE THAT THE FOLLOWING ARE ENCLOSED WITH THIS APPLICATION FORM:-**

- (i) For existing organisations - the two latest set of financial accounts for the organisation and a copy of the constitution
- (ii) For new groups - constitution and estimate of income and expenditure for the first year (including in-kind, income and match-funding)
- (iii) For individuals - a statement of resources, income and expenditure.

**The information given in this application is true and accurate. I understand that any information withheld or found to be inaccurate may result in the Council not considering this or future applications. I will inform the Council of any future changes that affect this application. I also confirm my understanding that any project expenditure which is not consistent with the stated project will be considered as misspent and will be recoverable by the Council.**

**Signed on behalf of Organisation:** \_\_\_\_\_

**Please print name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Please return this form to: Eric Gelps**

**Financial Services  
Community Resources Directorate  
Warwick District Council  
Riverside House  
Milverton Hill  
Royal Leamington Spa  
CV32 5RL**