



BECCLES TOWN COUNCIL

Miss Claire Boyne, Town Clerk
Mrs Jula Janney, Deputy Town Clerk
01502 712109 - admin@beccles.info

Applications for Financial Support from Local Organisations

General Information

Beccles Town Council normally budgets a sum of money each year to provide financial support to organisations undertaking activities in the Parish of Beccles, which provide cultural and/or social activities or similar benefits for the residents of the town.

Generally, grants are made for capital or special projects that will benefit the community of Beccles as a whole, although in exceptional circumstances, funding is available to assist with revenue, or day-to-day running costs of an organisation.

All applications must be in writing and addressed to the Town Clerk.

***An up-to-date set of accounts must accompany this application (*if applicable).
If not presented, then your application may not be considered.***

****Please telephone Town Clerk if unsure.***

Conditions

1. Applications can only be accepted from bona fide organisations undertaking activities benefiting residents in the Parish of Beccles and not from individuals.
2. Applications must demonstrate that the applicant organisation is providing significant funding of its own (either financial or in kind).
3. The amount of any grants or awards shall be at the discretion of Beccles Town Council and may not be the amount requested in the application.
4. Normally an organisation may receive a grant or award for not more than one project or activity in any three-year period, but this is at the discretion of the Grants Working Party.
5. An organisation who has received funding and subsequently fails to complete the project or activity for which the grant was made, or to meet any conditions imposed, shall return all monies received to Beccles Town Council.
6. All decisions made by Beccles Town Council on any matters relating to grants or awards are final.

Information Required from Applicants - this can be either in written format, or given in person, to the Grants Working Party.

Please complete the attached form and submit it with your application. ***Please indicate to whom the cheque is to be made payable to below:-**

Name of Organisation:

***Recipient of Cheque:**

Address:

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Tel. No: email address:

		Details Attached	To be advised in person	Yes/ No
Background Information	Purpose			
	Charity			
	Membership size of group			
	Activities			
	Last 2 yrs. Audited accounts			
	Funding sources			
Project Description	Activity			
	Outcomes/objectives			
	Timescale			
	Target dates			
	How activity benefits Beccles			
	Who benefits			
Project Finances	Total Cost			
	Itemised expenditure			
	Matched Funding (financial or in kind)			
	Any Partnership Funding			
	Any Other funding			
AMOUNT OF GRANT REQUESTED:		£		

Please tick the appropriate boxes answering all queries and return this form with requested information. Should you have any queries please contact the Town Hall on 01502 712109 prior to your grant request being submitted.

Please return to: Beccles Town Council, Town Hall, The Walk, Beccles, Suffolk NR34 9AJ