APPLEBY-IN-WESTMORLAND TOWN COUNCIL

Sue Gilbertson
Town Clerk
Telephone: 017683 51177
Email: clerk@applebytown.gov.uk
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www.applebytown.gov.uk

Town Clerk's Office
Moot Hall, Boroughgate
Appleby-in-Westmorland
Cumbria
CA16 6YB

Grant Application Form

Please make sure you have read and understood the Grant Application Guide before completing this form. Important, please note:

- Your group must have its own bank account and constitution or governing document
- You will need at least 20% match funding
- You must provide all supporting documents with your application

All sections must be completed.

Section 1 Contact Details

Name of group / organisation	
Contact name	
Contact address	
Postcode	
Daytime telephone number	
Mobile number	
Email	
Your position in the group	

Section 2 Application Details

Name of your project or event	
Project or event description - Maximum 400 words	

How will your project or event benefit the local community? - Maximum 400 words

Section 3 Financial Information

What is the total cost of your project (including VAT)?	£
How much funding are you applying for?	£
What is your total match funding? (must be at least 20% of the total project cost)	£
How is your match funding being provided?	
Details of two unrelated bank signatories	
Name of signatory 1:	Address of signatory 1:
Name of signatory 2:	Address of signatory 2:
Bank account details	
Account Name	
Sort Code	
Account Number	

Section 4 Supporting Documentation

Please supply all required supporting documents when you submit your application. Your application will not be considered until you have supplied all the documentation detail below:

	Please Tick
A copy of your most recent accounts	
A copy of your most recent bank statement (not more than 3 months old)	
A copy of your constitution or governing document	

Section 5 Declaration

In signing this declaration, I agree that:

1. I have full authority on behalf of the group/organisation to make this application.
2. I have read and understood the Application Guide and agree to the conditions of funding.
3. The information contained in this application is correct at the time of submission.

Signed	**Print name**	**Position in group**
Date		

Section 6 Returning your application

Please make sure you have enclosed all required supporting documentation and then return your completed form to:

Town Clerk
Appleby-in-Westmorland Town Council
Moot Hall
Boroughgate
Appleby-in-Westmorland
Cumbria
CA16 6YB

Tel: 017683 51177 Email: clerk@applebytown.gov.uk

Grant Application Timetable for Financial Year 2026-2027

Submission Deadline	Considered by Committee	Decision Date – Full Council
Thursday 30th April 2026	Monday 11th May 2026	Wednesday 20th May 2026
Monday 31st August 2026	Monday 14th September 2026	Wednesday 23rd September 2026
Thursday 31st December 2026	Monday 11th January 2027	Wednesday 20th January 2027