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**Application for a Grant**

Downham Market Town Council welcomes grant/donation applications from community groups working to support the residents of the town.

If you or your group wish to apply, please complete the form overleaf and return it to us at the address below. Requests are assessed on a quarterly basis namely June, September, December and March.

Terms and conditions:

1. To be considered applications must be made in writing and received by the Town Council by the above date.
2. Any community/voluntary/charitable organisation may apply to the Town Council for a grant.
3. The organisation must have a bank account as cheques cannot be made payable to individuals.
4. Small grants will normally be between £50 and £250 to any one organisation in any financial year. Larger grants require a copy of the Annual Accounts to be submitted.
5. Any payments made are subject to the normal annual budgetary constraints of the Town Council.
6. Payments will be made at the discretion of the Town Council.

***Should you require any assistance prior to, or during the submission of your application form please contact us.***

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| Name and address of the organisation requesting a grant |  |
| Contact (with the authority to act on behalf of the organisation) | Name  Address  Email  Phone number |
| Amount requested | £ |
| Purpose(s) for which the grant will be used |  |
| Please specify how this will benefit the parish and/or the residents of Downham Market |  |
| Have you requested, or are you receiving funding from other sources? | Yes/No  Please give details of funding organisations and amount |
| Please supply a copy of the audited accounts for the most recent year; if the accounts have not been audited then this application should be accompanied by a statement from the Treasurer/Secretary of the Organisation that they are a true and proper representation of the figures.  Please also supply a copy of your most recent Bank Statement |  |
| If your application is successful please clearly state the name of the organisation to whom the cheque should be made payable. |  |
| Signed |  |
| Dated |  |