

RAYLEIGH TOWN COUNCIL



SCHEME OF GRANTING FINANCIAL ASSISTANCE TO LOCAL COMMUNITY BASED NON PROFIT MAKING ORGANISATIONS

APPLICATION FORM

Please complete the form in black ink in capital letters

DETAILS OF YOUR ORGANISATION	
Name of organisation	
Name of person making grant application	
Address for correspondence	
Telephone No.	Day Evening
E mail Address	

GENERAL INFORMATION ABOUT THE ORGANISATION	
Summary of aims and objectives	
Age groups specifically catered for, if any	
Do you have a fund raiser in your organisation and, if so, is the position paid or unpaid?	
Is the organisation a Registered Charity? (if so, please give registration number)	

If not a Registered Charity, what is the structure of your management committee?	
What is the catchment area of your organisation?	
Number of Rayleigh residents who will benefit from this grant application?	
Is there a charge to use your service/is there a membership fee?	
How will you acknowledge the Town Council's support in your publicity?	

DETAILS OF GRANT APPLIED FOR	
Purpose for which the grant is required. Please give full details, including how your organisation/Rayleigh residents will benefit (continue on a separate sheet if necessary).	
Total cost of project Provide at least one quote for any capital expenditure	
Amount of grant requested, maximum is £850	
Funds available from organisation's own resources	
Funds granted from other bodies (please give details)	
Is there a shortfall in these figures, how do you propose to fund the deficiency?	
If application is successful please provide the bank accounts details payment should be sent to	Bank Account Name: Account Number: Sort Code:

See back page for further details of the Scheme for Granting Financial Assistance

PREVIOUS APPLICATIONS

Please give details of all grant applications made by your organisation to the Town Council, whether successful or not, in the last five years

ACCOUNTS

Please attach a copy of your most recent accounts and balance sheet to this application. Failure to do so will result in the application not being considered.
If you are a new organisation without past accounts, please attach a copy of your budget for the year

DECLARATION

I declare that the details provided on this application form are accurate. I confirm that I am making this application on behalf of the organisation named. I undertake on behalf of the organisation that any financial assistance offered will only be used for the purpose for which it was granted, and will be returned to the Town Council if it is not required for that purpose.

I agree for the details provided on this form to be processed by Rayleigh Town Council in accordance with the General Data Protection Regulations and for Rayleigh Town Council to communicate with me in relation to this application.

Signed

Date

Name (please print)

Capacity in which signed

Please return the application form with supporting information by **31st October 2025**

E-mail to: **clerk@rayleightowncouncil.gov.uk**

Rayleigh Town Council
The Pavilion
King George V Playing Field
Bull Lane
Rayleigh
Essex
SS6 8JD

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1. Grants to successful applicants will be made in the financial year. (The financial year is from 1st April to 31st March)
2. Grants will be restricted to a maximum of £850 per application unless there are exceptional circumstances, which should be explained on the application.
3. Applicants are required to complete the Council's form to apply for financial assistance and to provide all the information requested with at least one quote for any capital expenditure. Applications without the full information being provided will not be considered.
4. In considering applications for financial assistance, the Council will take into account the purpose for which the grant is required, the organisation's accounts, how the grant will benefit the residents of Rayleigh, other bodies to which applications for financial assistance have been made and any other supporting information. The history of previous applications will be considered in the decision-making process.
5. Where a grant is offered for a project still in the planning stages, the Council may pledge to grant a certain sum which will become payable when the project is under way. In this case, the offer will only be kept open for a limited period. The project must have commenced, or a firm commitment made to a start date e.g. by placing contractually binding orders to start imminently, before the grant can be claimed, and this must be within twelve months of the offer of financial assistance being made. After this time the offer will lapse
6. The Town Council Grants Sub-Committee/Working Group will examine all applications and will determine its recommendations based on applied criteria. Recommendations will be made to the Policy and Finance Committee. Applicants will be informed of the outcome after a decision by the Full Council, usually in January each year.
7. Successful applicants will be required to provide evidence of how the grant has been spent on capital items by the production of receipts or invoices.