



# Yeovil Town Council

Town House  
19 Union Street  
Yeovil  
Somerset  
BA20 1PQ

Tel 01935 382424

## Yeovil Town Council Small Grant Assistance (below £2,500) to Local Organisations

**IMPORTANT: THIS FORM IS IN TWO PARTS - BOTH MUST BE COMPLETED FOR THE APPLICATION TO BE PROCESSED BY YEOVIL TOWN COUNCIL.**

Each year, Yeovil Town Council makes a limited sum available to help support individuals, local community and voluntary organisations. The Council wishes to see such groups flourish and develop in the Town and grant assistance helps to achieve this objective.

The Grants Policy (<https://www.yeovil.gov.uk/grant-applications>) will help you establish whether your Organisation is eligible to be considered for a grant, and if so, how to apply. They also explain what additional information you need to provide with your application and how any financial assistance given will be paid.

Please read these notes **before** you complete the enclosed application form and make sure **all** necessary information is submitted along with your application. If you have any queries or need assistance, please email [ytic@yeovil.gov.uk](mailto:ytic@yeovil.gov.uk).

Please print clearly on the application form to make sure it can be easily read. Alternatively, you may complete an electronic version found on our website at <https://www.yeovil.gov.uk/grant-applications>.

All applications received will be acknowledged in writing within 7 days. If you do not receive written confirmation within this time, please contact the Finance Officer.

Many thanks

Amanda Card  
Town Clerk



## Yeovil Town Council Application for Small Grant Assistance (below £2,500) to Local Organisations

### Details of Organisation

Name

Registered Charity? Yes/No

Address

(If yes, please give registration number)

### Aims and Objectives of the Organisation

Please list the aims and objectives of your Organisation and how these are currently achieved.

### Benefit to Yeovil Town

Please describe how your Organisation helps to benefit the people of Yeovil Town - include supporting information as necessary.

### Purpose of Grant Sought

Please note that retrospective applications will not be considered.

### Amount of Grant Sought

You **must** indicate the sum of money you are seeking from the Town Council. Applications not specifying an amount will **not** be considered.

### Outstanding Grant Applications

Please give details, including amount(s), of any outstanding applications for financial assistance from other sources

<b>Details of Any Grants Received from Yeovil Town Council in the Past Five Years</b>
Please include amount(s)
<b>Details of Any Other Grants Received from Other Sources in the Past Five Years</b>
Please include amount(s)
<b>Current Size of Membership of Organisation</b>
<b>Present Cost Of Annual Subscription / Fees</b>
<b>Entry Requirements</b>
Please give details of any entry requirements to joining your Organisation
<b>Details of Other Fundraising Activities</b>
<b>Reasons For Not Providing Supporting Financial Information (Where Applicable)</b>

Completed Applications and Accompanying Documents Should Be Sent To:

**Finance Officer  
Yeovil Town Council  
Town House  
Union Street  
Yeovil  
BA20 1PQ**

<b>For Office Use Only</b>	
<i>Application Checked</i>	
<i>Application Acknowledged</i>	
<i>Date of Committee Meeting</i>	
<i>Application Decision (Y/N)</i>	
<i>Applicant Notified of Decision</i>	
<b>If Over £1000</b>	
<i>Business Plan Attached</i>	



## Yeovil Town Council Application for Small Grant Assistance (below £2,500) to Local Organisations

### Details of Organisation

Name

Address

### Details of Person Applying on Behalf of the Organisation

Name	Correspondence Address (if different to details of organisation)	Tel No
Position in Organisation		Email Address

### Bank Details

Account Name	Sort Code	Account No
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### Declaration

The declaration must be signed by an authorised person within the organisation, e.g., Committee Member, Office Holder, Trustee etc.

1. I am authorised to make the application on behalf to the above organisation.
2. I have read and noted the Council's criteria relating to this application and agree to abide by the conditions listed if a grant is awarded by the Council.
3. I certify that the information I have provided in this application is, to the best of my knowledge, accurate and true.
4. I give permission for the Council to record the details of my organisation and my contact details and to retain the information for as long as it is required.
5. If the application is successful, I give permission for the Council to publicise the project/activity in the local media, social media and on its website.
6. I agree to recognise the Town Council's grant award in any publicity relating to this project/activity.
7. I agree to provide a report, including photographs, indicating how the grant awarded has been spent in accordance with the application.
8. I submit the following (where appropriate):  
Safeguarding Policy ☐  
Public Liability Insurance ☐

Signed:	Date:
Position:	

**This page will be kept separate from the application form in order to comply with General Data Protection Regulations (GDPR).** All personal information provided will be processed in accordance with the requirements of the GDPR. Please see the Privacy Notice for details which can be found at [www.yeovil.gov.uk/council-policy-documents](http://www.yeovil.gov.uk/council-policy-documents). A copy is available on request.