



# 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 Individuals

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 will help you establish whether you are 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, details of which are available on request.

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 Individuals**

<b>Details of Individual</b>
Name
<b>Purpose of grant sought</b>
Please note that retrospective applications will <u>not</u> be considered
<b>Amount of grant sought</b>
You <u>must</u> indicate the sum of money you are seeking from the Town Council. Applications not specifying an amount will <u>not</u> be considered.
<b>Outstanding grant applications</b>
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 <i>five</i> years</b>
Please include amount(s)
<b>Details of any other grants received from other sources in the past <i>five</i> years</b>
Please include amount(s)
<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</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>	



**Yeovil Town Council  
Application for Small Grant Assistance  
(below £2,500) to Individuals**

**Details of Organisation**

Name

Address

Tel No

E-mail address

**Bank Details**

Account Name

Sort Code

Account No

**Declaration**

1. 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.
2. I certify that the information I have provided in this application is, to the best of my knowledge, accurate and true.
3. I give permission for the Council to record my and my contact details and to retain the information for as long as it is required.
4. 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.
5. I agree to recognise the Town Council's grant award in any publicity relating to this project/activity.
6. I agree to provide a report, including photographs, indicating how the grant awarded has been spent in accordance with the application.

Signed:

Date:

**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.