

# GRANT APPLICATION GUIDANCE

## GRANT APPLICATIONS

### **Councillor Guidance**

1. Check form is completed correctly
2. Check bank statement - check the name on the bank statement is the name of the organisation claiming the grant, make sure it is not a personal bank statement
3. Thoroughly check the letters of support are correct
4. Decide if the grant is going to benefit the local community and/or local people
5. A one off event can request up to £1000
6. A yearly event just starting up to £500 to cover insurance/advertising costs for a maximum period of 2 years applied for yearly
7. A yearly event already established £500 - £1000 to cover insurance/advertising this should be applied for on a yearly basis and evidence provided of the previous year's profits if any
8. Starting up costs for new groups of up to £1500 and this should be used for equipment not hall rentals