



GRANT APPLICATION FORM

Please familiarise yourself with the requirements listed in Cranbrook Town Council's Grants Policy before completing this form.

For your application to be considered please ensure you provide one of the following:

- Copy of the latest set of annual accounts including profit and loss and a balance sheet, or
- Copy of bank statements for the previous six months, or
- A budgeted forecast

Any constituted organisation must also include a copy of their constitution.

Completed applications forms together with supporting evidence should be e-mailed to clerk@cranbrooktowncouncil.gov.uk.

The Council's Privacy Notice is accessible on our website at <https://www.cranbrooktowncouncil.gov.uk/governance/>.

1	In the interest of accountability and transparency, Cranbrook Town Council considers and determines grant applications at public meetings. This means that this application form will become a public document. Please would you give your consent that this application form can be published for public consumption. Personal and contact information will be omitted.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please note that if you do not give your consent for us to publish the information on this form, Cranbrook Town Council will unfortunately be unable to consider and determine your grant application.
2	Name and Address of Organisation	Cranbrook Community Action Group
3	Contact Details of Applicant Name and Job Number Telephone Number Email Address	<i>[Name]</i> Cranbrook CAG Chair cranbrookcag@gmail.com

4	Are you a Registered Charity?	<input type="checkbox"/> Yes, registered charity number: <input checked="" type="checkbox"/> No
5	Amount of grant requested:	£340
6	When is the grant funding required?	ASAP
7	Is it a...	<input checked="" type="checkbox"/> one-off funding request <input type="checkbox"/> recurring funding request
8	Total cost of the project:	£340
9	For what purpose or project is the grant requested?	<i>Printing and distribution of an A5 leaflet detailing a list of all local community groups operating and serving Cranbrook</i>
10	What are the project's aims?	<i>To highlight the extensive offering of community groups to residents and help groups grow awareness</i>
11	Please evidence demand for this project:	<i>With the withdrawing of the Community Builder and Connector from Cranbrook by Wellbeing Exeter, there is now limited promotion and awareness building around community groups. We believe that a leaflet drop is the cheapest and most effective method of spreading this information to every single resident.</i>
12	If the total cost of the project is more than the grant, how will the residue be financed?	N/A
13	How is financial sustainability being achieved in the long term?	<i>The intention is that this project will be an annual publication and as such we will look to fundraise throughout the year for the 2026 publication.</i>

14	<p>Have you applied for a grant for the same project to another organisation?</p> <p>Please state which organisation and how much:</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15	<p>How will the community benefit from the project?</p>	<p><i>Targeting door to door will raise awareness to otherwise unreachable residents and encouraging people to engage with social groups, childrens, groups, sports groups and other local groups will help to strengthen our community</i></p>
16	<p>Are any of the beneficiaries non-residents of Cranbrook?</p>	<input type="checkbox"/> Yes, approximately how many: <input checked="" type="checkbox"/> No
17	<p>Applicants are asked to familiarise themselves with the Council's grants policy and please tick the box on the right to confirm that you understand and agree with them.</p>	<input checked="" type="checkbox"/> I/We agree with the terms and conditions of the Council's grants policy, especially in relation to crediting the Council in any publicity and providing feedback on the success of the grant within six months.

By signing this form, the applicant(s) agree with all the provisions detailed in the Town Council's grants policy, specifically regarding ownership of asset(s) and the requirement to repay funds where these have not been used in accordance with the grant application.

Signed
Date

[Signature]
02/04/2025