



**Kirton in Lindsey Town Council**  
**Policy 18: Budgeted Grant Scheme**

2024/25 (v.20231)

Application Form

Name of group:	
Main group contact: (full name and title)	
Position in group:	
Address:	
Telephone:	
E-mail:	
Provide a detailed description of the project and who will benefit from it:	
Say how you know there is a need for your project:	
What are the full costs of the project (including VAT if applicable):	
Where is other funding from the project to come from? (Tell us the funder and the amount you expect from them):	Funder ..... £..... Funder ..... £..... Funder ..... £.....

Please tell us the stage at which your other applications are at, i.e just applied, awaiting outcome of application or funding confirmed:	
What contribution to these costs would you like from the Town Council?:	£ .....
Is this contribution for a specific element of the project?:	
What is the structure of your organisation?:	Informal group <input type="checkbox"/> Registered charity <input type="checkbox"/> Other <input type="checkbox"/> Please give details below  .....

**Supporting information checklist**

Where relevant please ensure that the following documents are submitted with your application (accounts and bank statements must always be submitted).

	Tick to confirm enclosure
Group constitution or set of rules	
Copy of the most recent/audited accounts	
Evidence of planning permission (if necessary)	
Quotes for capital items and works over £500	
Three most recent bank account statements	
Twelve month forward plan: activities and finance (applications £5,000 and under)	
Business plan for the next three years (applications over £5,000)	

**Please note:**

- **Budgeted Grants must be for a maximum of £9000**
- **The deadline for applications is the 3<sup>rd</sup> Wednesday of November each year.**

Please return to:

**Town Clerk, Town Council Office, Diamond Jubilee Town Hall,  
High Street, Kirton in Lindsey, North Lincolnshire, DN21 4LZ**

Email – enquiries@kirtoninlindseytowncouncil.gov.uk  
Telephone: 01652 648978 / 07518 284173

**Deadline for Applications: Wednesday 15th November 2023**