

**Kirton in Lindsey Town Council**  
**Policy 18: Community Pot Grant Scheme**

2025/26 (v.20252)

**Application Form**

**Requirements:** Please answer all questions, and write N/A against any which are not applicable. Incomplete applications may be delayed or refused.

**You are required to provide the following:**

- Copy of your Constitution/Memorandum of Understanding or information about your governance arrangements.
- A recent set of audited accounts and a recent bank statement
- Evidence of planning permission (if necessary)
- Supporting documentation such as estimates and quotations.

**You must:**

- Acknowledge the grant in publicity and its use
- Only use the grant for the specified purpose
- Provide financial information and reporting on the use of the grant
- Use the official grant application form for the relevant financial year with all questions answered and all supporting information provided.
- Return unspent funding to the Town Council.

If you are unable to provide this information, please inform the Town Clerk to seek advice.

Name of group:	
Main group contact: ( <i>Title and Full Name</i> )	
Position in group:	
Address:	
Telephone:	
E-mail:	
Date form completed:	

<p>What is the structure of your organisation?:</p> <p><b>You must provide a copy of your organisation's Constitution/Memorandum of Association or information about your governance arrangements.</b></p>	<p>Registered charity <input type="checkbox"/> Charity Number: .....</p> <p>Voluntary Organisation <input type="checkbox"/></p> <p>Informal group <input type="checkbox"/></p> <p>Other <input type="checkbox"/> <i>Please give details below</i></p> <p>.....</p>
<p>Year established:</p>	
<p>Purpose and Activities:</p>	
<p>Parent Organisation (if applicable):</p> <p><i>Write N/A if not applicable</i></p>	
<p>Provide a detailed description of the project and who will benefit from it:</p>	
<p>Previous Application(s):</p> <p><i>Details of past funding to include purpose, amount received and year(s) received. Please also note the promotional activity undertaken to acknowledge receipt of grant funding from the Town Council:</i></p>	
<p><b>Project Description:</b></p> <p>Provide a detailed description of the project and who will benefit from it:</p>	
<p>Time Scale of Project:</p>	
<p><b>Community Need and Impact:</b> Please state how you know that people want this project and what difference you hope the grant will make:</p>	

Expected Benefits:	
Number of beneficiaries:	
<b>Project Funding:</b> What are the <b>full costs</b> of the project (including VAT if applicable):	
Breakdown of costs – please also attach estimates/quotes/details:	
Where is other funding for the project to come from? (Tell us the <b>funder</b> and the <b>amount</b> 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?: <i>Please explain specifically how the funds from the Council would be used:</i>	
<b>Financial Information:</b> Bank account details:  <b>You must provide a recent set of audited accounts and bank statement.</b>	Account name: Bank/Building Society: Number of signatories: Sort Code: Account Number: 

Declaration:

I confirm, on behalf of .....

that I am authorised to sign this declaration on its behalf, and that, to the best of my knowledge and belief, all the information provided is accurate.

I also confirm that I have read the policy and guidance, and that the group meets the criteria and that I have submitted all the supporting information required.

I further agree that if this application is successful, the organisation will be bound to use the grant only for the purposes specified in this application, will return any unspent funding to the Town Council and will acknowledge the funding received from Kirton in Lindsey Town Council in publicity. If successful, I will provide a report on the use of the grant within seven months.

I will comply with the terms and conditions set out in the policy and guidance and with any other conditions that the Town Council set out.

Name:

Position in Group:

Signature:

Date:

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/Memorandum of Association or governance/set of rules	
Copy of the most recent/audited accounts	
Evidence of planning permission (if necessary)	
Quotes / Estimates for project costs	
Three most recent bank account statements	
Twelve month forward plan: activities and finance (applications £3,000 and under)	
Business plan for the next three years (applications over £3,000)	
Completion of Declaration	

**Please note:**

- You must complete all questions**
- Community Pot Grants must be a for a maximum of £300**

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You must:

- Acknowledge the grant in publicity and its use
- Only use the grant for the specified purpose
- Provide financial information and reporting on the use of the grant within seven months of receipt
- Use the official grant application form for the relevant financial year with all questions answered and all supporting information provided.
- Return unspent funding to the Town Council.

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](mailto:enquiries@kirtoninlindseytowncouncil.gov.uk)

Telephone: 01652 648978 / 07518 284173