



## FINANCIAL ASSISTANCE APPLICATION FORM

ONLY TYPED COPIES WILL BE ACCEPTED

**For Office Use**

Date rec:	
Ref No:	
Initials:	

*Guidance Notes*

<b>1. Contact Details</b>				Please give address for correspondence
Name				
Address				
Daytime Tel No		Mobile Tel No		
Email				

<b>2. What are the aims and objectives of your group?</b>	As detailed in the organisation's constitution

<b>3. Description and aims of the activity/project that you are requesting funding for?</b>		Tell us a) what the project will try to achieve and
a)		
b)		b) who will benefit

<b>4. Explain why financial assistance is required?</b>	Detail why financial assistance is required

5. Costs for proposed activity/project	Cost £	Which costs are you asking Council to cover (please tick)	Please provide details of costs for the full project and the amount requested from Council
<b>Total Costs</b>			

<b>6. Will this project go ahead if Council funding is not received? If yes, please provide details.</b>	How will the group fund the project if funding is not available

<b>7. What local need will this project / activity address?</b>	How does the project/activity meet a locally identified need

<b>8. How will this project / activity benefit the Antrim Area?</b>	State any benefit to local people, the economy, image of the Borough, etc

<b>9. If this request relates to an event please give details of:</b>						State the number of people expected and what press coverage you anticipate
<b>Estimated participants - How many from the:</b>						
	Borough		Region		Outside Region	
<b>Press coverage</b>						

<b>10. Please detail other funding requests made, or to be made in relation to this project/ activity.</b>			* Please detail O for offered or A for awaiting outcome
<b>Funders</b>	<b>Applied for £</b>	<b>O/A*</b>	

<b>11. Please detail all expected income, support in kind or sponsorship to be raised in relation to this project/activity.</b>			For example, ticket sales, free use of venues, sponsorship agreements entered into
<b>Funders</b>	<b>£</b>	<b>O/A*</b>	

<b>12. Have you received any financial assistance from Antrim Borough Council in the past?</b>			
<b>Date Received</b>	<b>Project</b>	<b>Amount Offered £</b>	<b>Claimed £</b>

<b>13. Reserves held by the Organisation</b>		How much is left in your bank accounts at year end  Restricted – funding given for specific projects, yet to be spent  Unrestricted – monies for the group's use for any reasonable purpose
Please detail any remaining funds held by your organisation	£	
Please indicate how much of this, if any, is restricted	£	
Please identify what any unrestricted monies will be used for (continue on a separate sheet if necessary):		
Failure to properly identify and explain reserves will mean that the grant application is incomplete and cannot be processed.		

I confirm that this organisation does not discriminate against persons of different religious belief, political opinion, race (including indigenous travellers), ethnic origins, nationality, age, gender, marital status or sexual orientation.

**Signed:** \_\_\_\_\_ **Position:** \_\_\_\_\_  
**Name (Block Capitals):** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>BANK DETAILS (to be completed for all applications)</b>			
<b>Account Holder Name:</b>			
<b>Bank/Building Society Name and address:</b>			
<b>Account Number:</b>		<b>Sort Code:</b>	
<b>E-mail Address:</b>		<b>Remittance Fax No:</b>	

**Check List for Enclosures**

Please ensure a copy of the following are enclosed with this complete application (please tick). Failure to submit documentation may delay any decision.

Constitution:  Annual Report:  3 months bank Statements:

**Please note that, as a condition of assistance, Council will require evidence as to how the funding has been expended, including submission of original receipts and a completed monitoring and evaluation form. Council and other external auditors may request access to your organisation's records.**