Date Received:

Sandhurst Town Council

APPLICATION FORM FOR ANNUAL GRANTS TO VOLUNTARY ORGANISATIONS

Please complete the application form fully and return to Sandhurst Town Council by **31st December 2026** to be included in our selection process for 2027/2028.

Organisation Name:

Contact Person: **Position:**

Address for Correspondence:

Postcode:

E-mail Address: **Daytime Phone Number:**

Please describe the objectives of the Organisation as contained in the Constitution:

Geographical Area Covered:

It is the intention of Sandhurst Town Council to record your group's name, address, postcode, telephone and e-mail address on our computer system. This data will be protected in accordance with the Data Protection Act

Please describe the purpose for which you seek a grant:

Amount Requested: £

How many people benefited from your service in 2025/2026

Adults	Young People 16 and under

What percentage of these are within Sandhurst Town Council's area?

Adults	Young People 16 and under

How will this grant support your service? Please be clear about whether you are seeking REVENUE funding i.e. assistance with on-going running costs and/or CAPITAL funding i.e. to purchase specific items.

REVENUE FUNDING YES / NO

CAPITAL FUNDING YES / NO

If CAPITAL FUNDING what are you purchasing:

Total cost of Capital purchase: £

Total funds raised to date: £

How do you intend to raise the remainder of the capital funding required?

YOUR ORGANISATION

Is it:	A registered Charity?	Charity Number	
	Unregistered voluntary organisation		YES / NO
	Other (please state)		

Does it have:

A bank account		Number of signatories required	
Management committee		Number on committee at 30th June 2026	

A constitution/set of rules	

ACCOUNTS

Please complete the following from your organisation's latest annual accounts for the year ending 2025 /26 (a full copy of your accounts certified by the relevant person must be submitted).

Total Income	£
Total Expenditure	£
Surplus/deficit	£

Total Reserves and net Assets

(including sums in capital accounts, please indicate whether the reserves are designated or free)

BUDGET
Please submit a copy of your detailed budget for 2025/2026 indicating projected income and expenditure on all major items (e.g. staffing, rent, office costs, telephone, equipment, publicity etc.)

ITEM	AMOUNT

IF YOU HANE RECEIVED A GRANT FROM SANDHURST TOWN COUNCIL PREVIOUSLY PLEASE DETAIL WHEN AND WHAT THE MONEY WAS USED FOR

Name of Applicant:	
Position**:**	
Signature of Applicant:	DATE:
If the Grant is successful, in what name would you like the cheque made payable?	

NB You may include any other information relevant to your application which may assist the Council to determine your application.

Please return this completed application form together with your latest accounts, budget and supporting information to:

Angela Carey, Executive Officer, Sandhurst Town Council, Memorial Park, Yorktown Road, Sandhurst, Berkshire, GU47 9BJ or via e-mail to eo@sandhurst.gov.uk by 31st December 2026.

GENERAL TERMS AND CONDITIONS OF GRANT APPROVAL

1. The project proceeds in accordance with the details submitted in your application.

2. The Sandhurst Town Council Grants Working Party is informed immediately of any significant changes to the project.

3. Grant aid is offered for a specific financial year (1st April - 31st March) and, therefore the project must be completed and grant claimed prior to 10th March of the year to which the grant applies

4. The applicant must acknowledge the support of Sandhurst Town Council in any publicity received prior to and after the start of the project (i.e. media, parish magazine).

   The Sandhurst Town Council "Sandhurst Pride" logo must be used for any publicity.

   It is available electronically from Sandhurst Town Council on stc@sandhurst.gov.uk or 01252-879060.

5. All statutory and other legal approvals required for the project must be obtained prior to the start of the project.

6. The project must at all times conform to the relevant statutory obligations. In particular, all steps should be taken to ensure the health, safety and welfare of all persons involved in the project. The project must not unlawfully discriminate against any person on the grounds of sex, race, age, disability or religion.

7. Applicants must submit an end of grant monitoring report to ensure the terms and conditions of the offer are being met in a form approved by the Council. The Council reserves the right to inspect any works completed to ensure that projects have been completed in accordance with the original application.

8. The project sponsor will be responsible for establishing the VAT position in respect of project payments. Any monies paid by the Council are deemed to include VAT where it is deemed due.

9. The grant shall be repaid in the following circumstances:
   a) The funding from other sources identified in the grant application is not realised
   b) Any other condition is breached or not complied with.

10. The amount of grant to be repaid is as follows:
    a) In respect of Conditions 9a or 9b the full amount of the grant.

11. All applicants and all members of an applicant Club/Association/Group are jointly and severally liable for repayment of the grant.

12. Membership of the applicant Club/Association/Group shall continue to be open to all members of the community.

13. The applicant Club/Association/Group must continue to be a voluntary non-profit making organisation in the district of Sandhurst with a formal operating committee.

14. The Council reserves the right to withdraw grant aid at any time but this will not be exercised without good reason.