For official use only

1. Date application received: _____

Official stamp

2. Date application received by Officer: _____
3. Date letter of acknowledgement sent: _____
4. Date of Development Committee meeting: _____

Recommendations of Development Committee: £ _____ / No grant

Notes: _____

_____

_____

5. Date of Council meeting: _____

Council's decision: £_____/ No grant

Notes: _____

_____

_____

6. Date applicant notified by letter of Council's decision: _____
7. Date advanced order sent to Accounts: _____
8. Date advanced-order cheque received: _____
9 Date advanced-order cheque posted: _____
10. Date receipts and report received: _____
11. Date final order sent to Accounts: _____
12. Date final cheque received: _____
13. Date final cheque posted: _____

Officer's notes: _____

_____

Newtownabbey
BOROUGH COUNCIL

Heritage – Individual – Grant Application Form

Newtownabbey
BOROUGH COUNCIL

Before completing this form, please refer to the Council's guide to grant aid and the conditions relating to Heritage Grants.

If you need any help in completing the form, please contact the Museums and Heritage Officer on (028) 9034 0064 or Email: scurry@newtownabbey.gov.uk

Please fill in the form clearly in black ink.

1. Your name _____ Your age, if under 18 years _____
2. Your address _____

_____

_____

Postcode _____ Tel: _____

Email: _____

3. In connection with this application, are you a member of a wider group or organisation? Yes ☐ No ☐

(Please tick the appropriate box)

4. Please give some details of your previous heritage-related projects or activities (include any press clippings, photographs, grades, etc)

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____(Continue on another sheet if necessary)

5. Please give details of your project

Title: _____

Venue: _____

Dates: _____

_____

6. Please give details of how your project will fulfil the heritage grant conditions and criteria:

_____

_____

_____

_____

_____

_____

_____

_____(Continue on another sheet if necessary)

Financial details

7. Give details of estimated spending (including VAT):

Venue costs and facility hire _____ £ _____

Equipment hire _____ £ _____

Costs of materials and equipment _____ £ _____

Publicity and advertising _____ £ _____

Administration costs (eg, postage) _____ £ _____

Insurance _____ £ _____

Other (please specify) _____ £ _____

Total £ _____

Note: For a project or event, you must send a complete financial breakdown with this application.

8. Have you sought any other funding? No ☐ Yes ☐ (If yes, please give details below.)

Details	Estimated funding
Grants _____	£_____
Sponsorship _____	£_____
Fundraising _____	£_____
Donations _____	£_____
Other (please specify) _____	£_____
_____	£_____
_____ Total	£_____

9. Amount of grant you are requesting from us: £ _____

10. **Grant history –** Please give details of grants you have received in the last three years:

Previous grants received from Newtownabbey Borough Council		Previous grants from other sources		
Amount	Date	Funding body	Amount	Date
£_____	_____	_____	£_____	_____
£_____	_____	_____	£_____	_____
£_____	_____	_____	£_____	_____

Check list

I have enclosed a copy of: (please tick the relevant boxes)

☐ Evidence of achievements (such as certificates, press cuttings)

☐ Letter of recommendation from tutor or teacher

☐ Additional financial information (for example, projected costs) if it's a project

Signatures

- I declare that the information provided is true, accurate and complete.
- I understand the terms and conditions of funding from Newtownabbey Borough Council, and I agree to comply with them.
- I agree that any unused portion of the grant will be returned to Newtownabbey Borough Council.

Your signature _____ Date _____

If the applicant is under 18 years of age, this form should be countersigned by a parent or guardian.

Parent or guardian's signature _____ Date _____