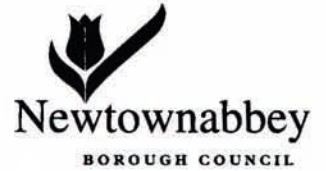


Play – Group – Grant Application Form



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

If you need any help in completing the form, please contact the Play Development Officer on (028) 9034 0065 or Email: dholmes@newtownabbey.gov.uk

Please fill in this form clearly in black ink.

1. Name of your group or organisation _____
2. Is the group or organisation affiliated to any other body existing outside the Borough? Yes No
(Please tick the appropriate box)
If Yes, please give details of the relationship including fees, etc. _____

3. When was your group or organisation formed? _____
4. Why was your group or organisation formed? _____

5. List your group or organisation's recent key activities, including dates, venues, attendance figures, etc.
(Please enclose posters, press cuttings, literature, etc., if appropriate)

_____ (Continue on another sheet if necessary)
6. Where does your group or organisation meet? _____
7. Name of your contact person and their full address for correspondence
Contact person's name: _____ Position: _____
Address: _____

_____ Postcode: _____
Tel: _____ Fax: _____ Email: _____
8. Names and addresses of those holding office in the group:
Chairperson: _____ Secretary: _____ Treasurer: _____

Postcode: _____ Postcode: _____ Postcode: _____
Tel: _____ Tel: _____ Tel: _____
9. Membership details
Number of members: _____ Number of members living in Newtownabbey: _____

9. continued

Is there a restriction on membership (such as age)? Yes No (Please tick the appropriate box)

If Yes, what is the restriction? _____

Details of the project, event or training course for which you want the grant

10. Title of event or project _____

11. Venue _____

12. Dates From _____ to _____ Times _____

13. Age range From _____ to _____

14. How many people do you think will participate in the project, event or training course? _____
Between _____ and _____

15. Give details of how the project, or training:

- a) fulfils the Play Grant criteria;
- b) fulfils a particular need; and
- c) makes a contribution to play in the community at local level.

(Continue on another sheet if necessary)

Financial details

16. Give details of all sources or anticipated sources of **income**:

	Funding body	Amount applied for	Amount received	Date
Other grants	_____	£ _____	£ _____	_____
	_____	£ _____	£ _____	_____
	_____	£ _____	£ _____	_____
Sponsorship	_____	£ _____	£ _____	_____
Donations	_____	£ _____	£ _____	_____
Fundraising	_____	£ _____	£ _____	_____
Tickets sales or entrance fees	_____		£ _____	
Sales of goods	_____		£ _____	
Other sources of income (please specify)	_____		£ _____	
	_____		£ _____	

Note: These are not the only possible sources. You may include an extra sheet with this section. Total £ _____

17. Give details of estimated **spending** (including VAT):

Venue costs and facility hire _____	£ _____
Equipment hire _____	£ _____
Trainers' and coaches' fees _____	£ _____
Costs of materials and equipment _____	£ _____
Publicity and advertising _____	£ _____
Administration costs (eg, postage) _____	£ _____
Insurance _____	£ _____
Other (please specify) _____	£ _____
Note: These are not the only possible categories. You may include an extra sheet with this section.	Total £ _____

18. Amount of grant you are requesting £ _____

19. Do you need an advanced payment for initial outlay costs? (See General Condition 10) Yes No
 (Please tick the appropriate box)

If Yes, please explain why _____

Grant history

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

21. Does your group have independent control of its financial affairs? Yes No
 (Please tick the appropriate box)

Signatures

- By authorisation and consent of the above group or organisation, we declare that the information provided is true, accurate and complete.
- We understand the terms and conditions of funding from Newtownabbey Borough Council and agree to comply with them.
- We agree that any unused portion of the grant will be returned to Newtownabbey Borough Council.

(Two signatures are required)

Your signature _____	Your position _____	Date _____
Your signature _____	Your position _____	Date _____

Check list

I have included the following with this application (please tick where appropriate):

- | | |
|--|--|
| <input type="checkbox"/> Copy of the annually reviewed constitution | <input type="checkbox"/> Copy of minutes of last AGM |
| <input type="checkbox"/> Original certificate of public liability insurance | <input type="checkbox"/> Copy of recent bank statement |
| <input type="checkbox"/> Recent signed copy of certified accounts | <input type="checkbox"/> Copy of Child Protection Policy |
| <input type="checkbox"/> Additional supporting information (such as financial breakdown, publicity material) | |

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: _____

