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**VE Day Celebration 2020 Grants Scheme**

**Application Form**

Please ensure that you have read the Guidance Notes and Criteria before completing this form

**Contact details**

Name of organisation applying

Contact Name

Position in the organisation

Post code:

Address

Contact telephone number

E-mail address

How would you describe your organisation? for example, Town or Parish Council, Registered Charity, Community Organisation, other (please specify):

Registered Charity No:

**About the Project**

Q.1 What will you use the grant for? How will it celebrate VE Day?

Q.2 Where and when will the event take place - identify location within Rother or how accessible by Rother residents?

Q3 Who will benefit from this event - names of groups, numbers and ages?

Please send any letters of support from community groups supporting the event, for example from the Town or Parish Council, local school, clubs and societies.

**Funding**

£

Q.4 What is the total cost of the event including VAT?

Q.5 Are you able to reclaim VAT? **Yes / No**

£

Q.6 How much has your organisation committed to the project?

this must be at least 50% of the total project cost

£

Q.7 How much are you requesting from Rother District Council?

**Note**: Your project/scheme will need to be supported by the local Ward Member(s).  **You can find their contact information on the Council’s website.** Please provide the signature of the Ward Member(s) in the box below with their written observations

Signature of Ward Member(s):

Name - please print:

Written observations by Ward Member(s)

If successful, we will require your organisation’s bank details in order to pay the grant. You must supply the following information:

|  |  |
| --- | --- |
| Organisation/group name on the account |  |
| Account Number |  |
| Sort Code |  |
| Name of Bank/Building Society |  |
| Bank/Building Society address,  including post code |  |

Signed: .………………………………………………

Print name: ………………………………………………. Date: ……………….

Position: ……………………………………………….

**Checklist**

|  |  |
| --- | --- |
| **Have you remembered to include:** | **🗸** |
| Bank details included on application form - name of bank/building society, account number, and sort code |  |
| Letters of support from community groups supporting the project |  |
| Project/scheme supported by local Ward Member(s), including signature and observations |  |

Please send your completed application form to:

Community Grants Scheme

Programme Office and Policy Team

Acquisitions, Transformation and Regeneration Service

Rother District Council

Town Hall, Bexhill on Sea

East Sussex, TN39 3JX

Or email it to: [communitygrants@rother.gov.uk](mailto:communitygrants@rother.gov.uk)

**This information can be made available in large print, Braille, audiotape/CD or in another language upon request.**

**Please use the contact email above should you require this.**

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For Office use only:

Date received by RDC: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date considered by Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date approved by Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Director’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_