



DENBIGH TOWN COUNCIL

Grant Aid Application Form –

Adopted 27.04.2026, Updated & accepted 29.07.2026

Important Information

Please read this guidance before completing the application.

- All sections of this form must be completed.
- All supporting documents must be submitted.
- Incomplete applications or applications submitted without the required evidence may be deferred until the missing information has been received.
- Submission of an application does not guarantee that funding will be awarded.
- Denbigh Town Council reserves the right to request further information.

Section 1 – Applicant Details

Applicant Name	
Position within Organisation	
Address	
Telephone	
Email	

Section 2 – Organisation Details

Organisation Name	
Registered Address	
Charity Number (if applicable)	
Date Established	
Geographical Area Served	

Website (if applicable)	

Secretary Details

Name	
Address	
Telephone	
Email	

Treasurer Details

Name	
Address	
Telephone	
Email	

Have you previously received funding from Denbigh Town Council?

☐ Yes ☐ No

If yes, did you submit a report showing how the grant was spent?

☐ Yes ☐ No

Section 3 – Project Details

Purpose of the Grant

Estimated Total Project Cost: £_____

Project Costs and Supporting Evidence

The amount requested from Denbigh Town Council must be supported by documentary evidence. Please attach quotations, estimates, invoices, supplier pricing or other appropriate documentation which clearly demonstrates how the amount requested has been calculated.

Requests up to and including £3,000: One reasonable value check is acceptable.

Requests over £3,000: Three quotations must be provided in accordance with Denbigh Town Council's Financial Regulations.

Applicants are not required to accept the lowest quotation but should explain why an alternative supplier has been chosen.

Applications without sufficient supporting evidence may be deferred.

Please attach proof of cost/s in supporting evidence from suppliers including quote/s as documented below

Item	Supplier	Cost (£)

Number of people expected to benefit: _____

How will young people and/or older people benefit?

Section 4 – Environmental Commitment

Please explain how your organisation will support environmentally responsible practices, such as recycling, minimising waste and avoiding unnecessary chemicals where possible.

Section 5 – Funding Requested

Amount Requested: £_____

Provide a breakdown of how the grant funding will be used.

Has the bilingual nature of the community been considered?

Details of other funding received or applied for:

Fundraising undertaken during the previous 12 months:

Section 6 – Financial Information

Please attach:

- **Constitution/Governing Document (where applicable)**
- **Most recent audited accounts and/or balance sheet**
- **Last 3 months official bank statements showing:**
 - **Organisation name**
 - **Bank account name**
 - **Most recent account balance**

Financial spreadsheets and cashbooks may be submitted as supporting information but will not be accepted instead of an official bank statement (last 3 months). Where an organisation is newly established and audited accounts are not yet available, applicants should provide the most up-to-date financial information available together with an explanation. Applications submitted without the required financial evidence may be deferred until the requested documentation has been received.

Section 7 – Promotion

How will you acknowledge Denbigh Town Council's support?

For grants over £500, the Council's logo must appear on promotional material and, where applicable, your organisation's website.

Section 8 – Payment Details

If successful, payment should be made payable to:

Bank Account Name _____

Account Number _____

Sort Code _____

Declaration

I confirm that the information provided within this application is true and correct.

Applicant Name: _____

Signature: _____

Date: _____

Supporting Documents Checklist

- ☐ Completed Grant Application Form
- ☐ Detailed Project/Event Cost Breakdown
- ☐ Supporting quotations, estimates, invoices or supplier pricing
- ☐ Three quotations (required where the grant request exceeds £3,000)
- ☐ Explanation if the lowest quotation has not been selected
- ☐ Details of how the grant funding will be used
- ☐ Details of other funding received/applied for
- ☐ Fundraising activities during the previous 12 months
- ☐ Constitution/Governing Document (where applicable)
- ☐ Latest audited accounts and/or balance sheet
- ☐ Official bank statements showing organisation name, bank account name and current balance (LAST 3 MONTHS)
- ☐ Any additional supporting documents
- ☐ Copies of any permissions required for third party use. (e.g. licenses or land rent if applicable)
- ☐ A copy of your current public liability cover (the Council reserves the right to request a further copy of your public liability cover during the period of the grant)
- ☐ An explanation of any reserves you hold and if these are earmarked for specific expenditure.

Please note: Denbigh Town Council can only consider fully completed applications. Applications submitted without the required supporting documentation may be deferred to a future meeting until all requested information has been received.

**The completed form is to be returned to:
Town Clerk, Town Hall, Crown Lane, DINBYCH / DENBIGH, LL16 3TB**

Tel: 01745 815984

E-mail: townclerk@denbightowncouncil.gov.uk