



LYME REGIS TOWN COUNCIL
TERM GRANT APPLICATION FORM 2025

PLEASE NOTE: Read the accompanying guidelines before completing this form

1. Name of organisation

2. Name of person submitting the application _____

Position held in organisation _____

Contact address _____

Telephone no. _____

Email _____

Website

3. What are the main activities of the organisation?

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4. What is funding required for?

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5. What are the objectives of the organisation and/or the project for which funding is required?

6. What length of time is the funding required for (funding will not normally exceed five years)?

7. How will the funding benefit the town, its residents and/or visitors?

8. How will the objectives and benefits of the organisation and/or project be measured?

9. Please provide details of other grant applications and/or fundraising activities in relation to the organisation and/or project

10. How will you inform others the organisation has received funding from the council?

11. Total anticipated cost of project or annual running costs £ _____

12. Amount of funding sought from Lyme Regis Town Council. If funding is sought for up to five years, what is the annual sum required? £ _____

13. Please tick to show you have enclosed information that covers the following required information:

- a) A business plan that includes a clear understanding of the organisation's operating environment, risk exposure, and details of the projected income and expenditure
- b) Bank references
- c) Audited accounts for the previous financial year
- d) Registration documentation

14. Please tick if any other supporting information has been attached and specify the type of documentation:

The application form must be signed by **two** of the organisation's officers.

Signature	Signature
Name	Name
(Print)	(Print)
Position	Position
held	held
Date	Date

Notes to applicants

1. Please read the accompanying term grants policy and procedure to check the eligibility of your organisation and/or project, what you must include in your application, any restrictions on the funding, and how grants will be monitored and reviewed.
2. Applications will only be considered on submission of the completed application form together with the relevant supporting documentation.
3. Applications should be emailed to Adrienne Mullins adrienne.mullins@lymeregistowncouncil.gov.uk
4. Applications must be received by **noon on Wednesday 15 January 2025**. All applications will be acknowledged.
5. Applications will be considered at the Strategy and Finance Committee on 29 January 2025 and approved by the Full Council on 12 February 2025.