



Lutterworth Town Council Capital Grants Application

IMPORTANT

Lutterworth Town Council can provide funding for capital items to be used by Community Groups within the Lutterworth area.

Capital items will be purchased by the Town Council and presented to the applicant at a time and date convenient to both organisations.

DOCUMENTS TO SEND WITH YOUR APPLICATION

The following documentation MUST be submitted with your application:

1. A copy of your organisation's Constitution, **signed and dated** by the Chair
2. If your organisation works with children or vulnerable adults, a copy of your Safeguarding Policy and Procedures must be enclosed
3. UP-TO-DATE bank statements of any current and investment accounts
4. IN THE CASE OF A NEWLY FORMED ORGANISATION, a budget and business plan should be sent including specification of how the project will be managed
5. Two quotations or estimates for capital equipment

Please note, capital grants are made strictly on the understanding that, should the project not go ahead, all monies will be returned to Lutterworth Town Council.

When completed, please send this form together with supporting documents to:

Andrew Ellis
Town Clerk
Lutterworth Town Council
Coventry Road
Lutterworth
LE17 4SH

Tel: 01455 550225
Email: townclerk@lutterworth.org.uk