



**CITY OF ELY COUNCIL**  
**SESSIONS HOUSE**  
**LYNN ROAD**  
**ELY**  
**CAMBS CB7 4EG**  
**Tel ; 01353 661016**  
**Email: [info@cityofelycouncil.org.uk](mailto:info@cityofelycouncil.org.uk)**

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Open to the public Monday to Friday, from 9.30 am to 2.30 pm

**GRANT APPLICATIONS 2023/2024 FINANCIAL YEAR**

Applications from voluntary groups and organisations are usually considered once each year in September. Please note that Local Government Regulations do not permit the award of grants to individuals. Grants will not be awarded to cover staff salaries.

To simplify the procedure for both applicants and the Council, you are requested to complete the form on the reverse of this sheet if you wish to apply and to return this together with a copy of the group/organisation's most recent audited accounts and business plan. Please ensure a copy of the accounts are enclosed.

**The closing date for applications is 10 am on 28th September 2023.**

If you require any additional information or assistance in completing the form, please do not hesitate to contact me.

Yours sincerely

Tracey Coulson (Mrs)  
Clerk to the Council

**GRANT APPLICATION**

Name of Organisation \_\_\_\_\_

Contact name \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Tel. No \_\_\_\_\_

E-mail \_\_\_\_\_ Registration No \_\_\_\_\_

**Information about the organisation - what are its aims, who benefits from its work, how many volunteers are involved, how often does it provide its service, where does the project/activities take place. (maximum 500 words – add additional sheet if required)**

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**Amount of grant requested:**        £ \_\_\_\_\_

**What will the grant be used for? (e.g. running costs, equipment etc)**

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**Other sources of funding; Provide details of authorities, charities etc. who have provided or are being asked to provide funding, moneys raised through fund-raising events etc.**

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**Other relevant information; Use this space to give any other information in support of your application. (maximum 500 words – add additional sheet if required)**

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**If successful please state the account name to whom the cheque should be made payable to**

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**Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_**

#### Criteria for grant applications

Applications will be accepted from voluntary/charitable groups and organisations, not for profit organisations or community interest companies, but not from individuals.

The group/organisation must benefit the parishioners of the City of Ely and the project/activities should take place within the parish of Ely, to allow funding to be considered.

The Council is encouraging applications with regard to funding ‘one off’ projects or to support unexpected costs related to the pandemic. They would not encourage applications that were purely for supporting the organisation’s running costs.

Grants cannot be provided to cover employment costs.

The Council will, through a monitoring process, seek confirmation of how your funding has been spent.

All grants must be spent within 12 months of receipt. If this is not confirmed, then further applications will not be considered. The Council may, in certain circumstances, reclaim the grant if not spent or if the group/organisation ceases to exist.

All applications must be received by the deadline date of the 28th September to enable them to be considered.

Applications will be considered at the next Personnel, Finance and Governance Committee meeting on the 9th October 2023. Recommendations for awards from this Committee will go before the Full Council meeting on the 30th October 2023 for approval or refusal. Applicants will then be notified of the outcome of their application.

These criteria must be read in conjunction with the Council’s Grant Policy, available on the Grants page of the Council’s website.