

<b>Name and address of person leading the project</b>			
<b>Name of community group</b> (street/area name, group name etc.)			
<b>What is your literary theme?</b>			
<b>How many people will take part</b>			
<b>How much are you applying for - £250 max.</b>	<b>I confirm that our entry has been accepted by STC</b>		
<b>Please provide breakdown of your costs;</b> <i>We will only fund the cost of material and accessories to make costumes or the hiring of costumes. We won't fund refreshments for participants, travel or any other associated costs. (please continue on a separate sheet if needed)</i>			

As the person leading the project:-

1. I certify that, to the best of our knowledge and belief, the information provided on and with the application is accurate and complete.
2. I will accept responsibility for receiving payment of any grant awarded and the appropriate expenditure of the grant in accordance with the grant conditions provided with this application form.
3. I hereby authorise the Town Trust to include details of the grant in Trust publicity and agree to provide the Trust with photos of our community entry and feedback on our project to be used in any publicity the Trust undertakes.

Signed \_\_\_\_\_

Print name \_\_\_\_\_

Date \_\_\_\_\_

**All grants awarded by the Town Trust are subject to the following conditions.**

1. The grant must only be used for the purpose(s) specified in the application form and approved by the Town Trust. If the grant is used for any other purpose(s), without permission from the Town Trust, the Town Trust will require the grant to be repaid.
2. You may not transfer or assign any part of this grant to another group or individual.
3. The grant must be used primarily for the benefit of the residents of the town of Stratford-upon-Avon.
4. **If there is a change in circumstances which means that it is no longer possible for the grant to be spent for the purpose it was originally given, or if you did not take part in the parade, then you must notify the Town Trust immediately in writing of the reason why.**
5. If for any reason the grant cannot be spent in compliance with the Town Trust's conditions by April 21 2018 then the Town Trust reserves the right to cancel the grant award and require repayment of the grant in whole or in part.
6. The grant is not consideration for any taxable supply for VAT purposes by you to the Town Trust. If an HMRC investigation determines that there is a VAT liability, the Town Trust accepts no responsibility for such liability.
7. The Town Trust reserves the right to audit the records relating to the award given to your group and therefore you are required to keep accurate and comprehensive records of how the grant has been spent.
8. The Town Trust and its Trustees and officers accept no responsibility or liability whatsoever for any actions, omissions, claims, costs or expenses arising from the grant and the use to which the grant is put by the recipient(s).
9. Reference to the Town Trust's support must be acknowledged however the Town Trust's name must not be used to imply or assert any endorsement by the Town Trust of your group or its activities.
10. The giving of a grant by the Town Trust under these General Conditions does not create a contract with the recipient(s) and the recipient's(s') right to the grant cannot be enforced in a court of law.
11. The law of England and Wales governs these General Conditions.

**Bank details of the person leading the project or Community Group**

Name of Bank: \_\_\_\_\_

Name of Account: \_\_\_\_\_

Account Number: \_\_\_\_\_

Sort Code: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

**Disclaimer**

*Stratford Town Trust collects data from application forms for the purpose of assessing grant applications; contacting applicants in connection with their application. We may also contact applicants to inform them about events or Town Trust news. By completing this form, you are acknowledging that we may store the information you have submitted, in both hard copy and electronic form, and that it may be distributed to our trustees.*

Please return this form by **Wednesday 21 FEBRUARY 2018 to:** Catherine Kelso, Grants Assistant, e-mail: [Catherine.kelso@stratfordtowntrust.co.uk](mailto:Catherine.kelso@stratfordtowntrust.co.uk) or to the address below. **Please call 01789 207114 with any questions.**

Registered Office: 14 Rother Street, Stratford-upon-Avon, CV37 6LU.