



**KIRKBYMOORSIDE TOWN COUNCIL  
GRANT SCHEME APPLICATION FORM**

Name of group:	Kirkbymoorside Environment Group
Main group contact: (full name and title)	[REDACTED]
Position in group	Secretary
Address	[REDACTED]
Telephone	[REDACTED]
Email	[REDACTED]
Provide a <ul style="list-style-type: none"> <li>• detailed description of the project</li> <li>• evidence of the need for your project,</li> <li>• and show who will benefit from it</li> </ul>	<p>Since 2007, when there was the 'Tesco Threat' KMEG have produced a local shopping guide, updated each alternate year. It contains the details of the shops and businesses in the town, and is fully indexed. It also lists most of the local clubs and societies, with contact details.</p> <p>The purpose of the guide is to encourage people to support the local economy and maintain the varied and useful character of our high street. We have printed 1,500 copies each time, and they are made available in the Post Office, Library and Summit Bakery. They are picked up very fast, and we have to keep topping up. We also put them in Newfields Organics in Fadmoor, and the Daisy Garden Centre, so that holiday-makers and passing motorists get the idea there's something to be found in Kirkbymoorside town.</p> <p>A copy is often put through the letter box of newly arrived residents. <i>'Why not ask the shopkeepers to pay for it themselves?'</i></p> <p><i>Our answer is that they are having to pay out all the time for advertising in magazines, which probably doesn't do them much good. The Guide is something the Environment Group wants to give to the local traders as a symbol of our support for them in these difficult times, and we would encourage other residents to reinforce that support.</i></p>
What are the full costs of the project (including VAT if applicable)	The printing cost for 1,500 copies this year will be £545. We will not be printing until September, so are just beginning to make applications for grants.
Where is other funding from the project to come from? (Tell us the funder and the amount you expect from them)	<b>Funder: Ryedale Lions    £150</b>  <b>Funder: Rotary Club    £150</b>

Please tell us the stage at which your other applications are at, ie just applied, awaiting outcome of application or funding confirmed.	<b>We have just applied and are waiting to hear from them.</b>
What contribution to these costs would you like from the Town Council?	<b>£ 250</b>
Is this contribution for a specific element of the project?	<b>Printing.</b>
What is the structure of your organisation?	Informal group <input type="checkbox"/> Registered charity <input type="checkbox"/> Other <input checked="" type="checkbox"/> Please give details below  <b>Small Charity – not registered with the Charity Commission.</b>

#### Supporting information checklist

Where relevant please ensure that the following documents are submitted with your application (accounts and bank statements must always be submitted).

	Tick to confirm enclosure
Group constitution or set of rules	✓
To qualify all applicants must provide a <b>FULL financial disclosure</b> which are as follows: i. 3 months copies of statements from <b>ALL Bank accounts and statements of monies held in funds ETC</b> ii. Must include a statement from the applicant of what applications to other bodies have or had been applied for and awarded to fund this project.	✓
Copy of the most recent/audited accounts	✓
Evidence of planning permission (if necessary)	n/a
Quotes for capital items and works over £500	✓
Twelve month forward plan: activities and finance (applications less than £5,000)	n/a
Business plan for the next three years (applications over £5,000)	n/a

*Please return to:*

Lisa Bolland, Kirkbymoorside Town Council  
 Town Clerk, Church House, 7 High Market Place  
 KIRKBYMOORSIDE YO62 6AT

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