



Taunton Town Council

Sponsorship Application Form

Please ensure you complete all sections of the form.

Section 1 - Your organisation and contact details

Name of organisation

Organisation address
and post code

Contact name

Position within
organisation

Contact address
and post code, if
different from above

Contact number Mobile number

Email address

Please list any Taunton Town Councillors associated with your organisation

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What are the main activities of your organisation?

Include what type of group you are, e.g. residents group, etc., and explain what your organisation does, and its aims

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Please provide below information based on your most recent approved accounts summary

Date of accounts

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Opening balance

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Total income

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Closing balance

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Total expenditure

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Where did you hear about Taunton Town Council's sponsorship?

- ☐ Social Media
- ☐ Taunton Town Council website
- ☐ Somerset Council - Community Funding Sources webpage
- ☐ Word of mouth
- ☐ Other

Section 2 - Sponsorship application

1. Is your event free entry for all?

☐

Yes

☐

No

2. Why do you need funding to support your event?

Briefly describe the event for which you require a sponsorship. How will it benefit the community or residents of Taunton Town Council? Is it for the benefit of your members or the wider community? Is it aimed at a particular group within the community?

3. How will you measure the success of your event?

For example: footfall (how will you measure), positive press coverage (we may expect to see copies), delivered on budget, etc.

4. When do you intend to hold your event?

Please note: we will not be able to fund events that have been already started or completed before the application has been considered.

5. How will you be able to advertise the support of Taunton Town Council?

For example: mentions within any publications, website, socials and advertisement, etc.

6. Projected total event cost

7. How much money are you requesting?

8. How do you intend to raise the funds for the remaining costs to proceed with the event?

Section 3 - Signature and bank details

The organisation will receive notice of the outcome of their application within three weeks of the meeting having taken place.

Taunton Town Council takes your privacy seriously and will only use your personal information for the purposes of contacting you about this sponsorship.

The Council's privacy policy can be found on <https://www.taunton-tc.gov.uk/privacy-policy/>

Please confirm the details of the bank account that you would like the sponsorship to be paid into if successful.

Name of the bank
Name of account
Sort code
Account number

Alongside with completed Sponsorship Application Form, please also provide:

☐ Copy of your organisations most recent approved accounts

Figures from these accounts will be made available at the open meeting for discussion.

☐ Copy of your organisation's most recent bank statement

☐ Copy of your organisation's governing documents

Please confirm that you:

- agree that, if successful, the sponsorship will be used conditionally for the purpose for which it was applied
- understand that the Town Council reserves the right to publish on its website the names of the organisations that have been awarded sponsorship and the amounts awarded
- confirm that the organisation adheres to all relevant legislation and procedures, e.g., Health & Safety, Risk Assessment, Safeguarding, etc.
- understand that recognition of the sponsorship must be made in any publicity

Signature

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Date

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Please submit this Sponsorship Application Form to: grants@taunton-tc.gov.uk