

## London Borough of Tower Hamlets Adults Services Directorate

### Small Grants for Pensioners Groups (2016/17) Application Form

Completed forms should be returned by no later than **22<sup>nd</sup> August 2016** to:

Jamie Bird – Strategic Commissioning Officer  
4<sup>th</sup> Floor, Mulberry Place Town Hall  
5 Clove Crescent  
London E14 2BG  
[eileen.forster@towerhamlets.gov.uk](mailto:eileen.forster@towerhamlets.gov.uk)  
Tel: 0207 364 2304

We aim to acknowledge receipt of your completed application form (by email or telephone). If you have sent a completed form and have not received an acknowledgement within a reasonable timeframe please contact us (before the deadline above). It is recommended that, where possible, you retain a copy of your completed application form for your own records.

Should you have queries related to the completion of this form, please contact Jamie Bird using the details above

#### Eligibility Criteria

- The organisation/project must be engaged in social activities exclusively for the benefit of older people who reside in the London Borough of Tower Hamlets;
- The organisation/project must have its own current bank account (which must be a current account) or instruct an organisation (such as a Housing Association or landlord) to manage the handling of the grant on its behalf, as grant payments cannot be made to an individual or to a personal bank account;
- Grants will not be given to organisations/projects already in receipt of funding from the Council for the purposes for which financial assistance is sought;
- Where an organisation/project delivers services from premises owned by the Council, a formal written lease or rental agreement with the Council must be in place;
- Organisations who received a Small Grant in 2015/16 must have provided satisfactory evidence (e.g. receipts) that the grant was used for the purposes outlined in their application (these would have been acknowledged);
- The organisation/project should satisfy the Council that it operates fair and equal practices in employment, and in the provision of services;

**1. Name of organisation:**

**2. Who may we contact to discuss this application?:**

Title (e.g. Mr/Mrs):

Name:

Position within organisation:

Telephone no.:

email address:

**3. Delivery address of your organisation/project:  
(i.e. where do you meet?)**

**4. Who is the landlord for your delivery venue?**

**Organisation:**

**Contact name:**

**Contact number:**

**5. Address for correspondence (including cheques) if different from above:**

## 6. Organisation details

- a) In which year was your organisation established?:
- b) Does your organisation have a constitution (yes/no)?:  
***If you answer yes, you MUST enclose a copy with your application.***
- c) Charity/company number (if applicable):
- d) How many Tower Hamlets residents over 50 are members of your club, or are on your register?
- e) When does your group meet?:  
(e.g. Wednesday at 1400)
- e) If your organisation does **not** have a constitution, briefly describe its main aim:

## 7. How do you plan to use the grant?

Purpose (e.g. rent)	Amount?
<b>TOTAL</b>	<b>£</b>
<b><i>This should not be a figure higher than the maximum Small Grant award of £500</i></b>	

## 8. Our preferred payment method is by BACS bank transfer. To enable payment by this method please provide your bank details below:

**IMPORTANT:** Payment cannot be made to an individual or personal bank account, or a savings account.

**Bank account name:**

*This could be the name of your group (e.g. Bow Pensioners) not the name of your bank (e.g. Santander)*

**Bank account number:**

**Bank sort code:**

**Should you require payment by cheque, who should this be made payable to:**

**IMPORTANT:** If any of the bank details provided above have changed since you last applied (including any related postal address has changed), please provide your old details below:

**Old bank account name:**

**Old bank account number:**

**Old bank sort code:**

**Old address:**

**9. If your group is in receipt of any other LBTH funding, please provide details below:**

**10. Monitoring Information**

a) Did your organisation receive a small grant in 2015/16 (yes/no)?

**11. Declaration:**

**I declare that the information in this application is accurate to the best of my knowledge (if you have an organisational stamp please use it).**

Signature:

Name:

Position within organisation:

Date: