NARBERTH TOWN COUNCIL
CYNGOR TREF ARBERTH
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c/o Narberth Community Library, 3 Town Moor Mews, Narberth, Pembrokeshire, SA67 7DF

FORM

Small Grant Application Form

2026/27 funding round | Up to £500

Document reference	NTC-FORM-GRANTS-2026-01A
Authority	Issued under NTC-POL-GRANTS-2026-01, adopted 2 June 2026

Before you begin

Please read the Community Grants & Strategic Funding Framework before completing this form. Click in each blank cell to type; replace ☐ with X or ☒ to tick a box.

Applications must show a clear benefit to Narberth residents. Funding is discretionary, cannot normally be awarded for costs already incurred, and is not guaranteed by previous support or a budget allocation.

Complete every relevant section and attach the evidence listed in section 5. The Clerk may ask for clarification or additional information where necessary.

Return the completed form and supporting documents to clerk@narberthtowncouncil.gov.wales, or to the Town Clerk at Narberth Community Library, 3 Town Moor Mews, Narberth, SA67 7DF.

1. About your organisation

Organisation name	
Organisation type	Charity / CIC / voluntary or community organisation / sports club / community association / constituted group / other
Registration number (if applicable)	
Date established	
Primary contact name	
Position in organisation	
Address	
Postcode	
Telephone	
Email	
Website or social media (if applicable)	
Organisation bank account	☐ Yes ☐ No Account name (do not provide account number):

2. About the project

Project title	
Project location	
Proposed start date	
Proposed completion date	
Grant requested	£
Total project cost	£

Describe the project and why it is needed. *Include what you will do, where it will happen and who will deliver it.*

Who will benefit and approximately how many people will benefit?

How will the project benefit residents of Narberth?

What will the project achieve, and how will you know it has succeeded? *Examples: participants, events, volunteer hours, improved facilities or community assets.*

Project timetable

Activity or milestone	Target date

3. Project costs and funding

Cost breakdown

Item or activity	Total cost	Amount requested from NTC

Other funding and fundraising

Include your organisation's own contribution and any funding applied for or secured. Write 'None' if not applicable.

Source	Amount	Confirmed / pending

How have the costs been calculated? *Refer to attached quotations, estimates or other evidence.*

4. Previous support and sustainability

Has your organisation previously received funding or other support from Narberth Town Council? ☐ Yes ☐ No

Year	Amount	Purpose	Outcome

What other funding sources have you explored?

How will the project or its benefits be sustained after this grant? *Include steps taken to reduce future reliance on Council funding.*

Would the project proceed without Town Council funding? ☐ Yes ☐ No ☐ At a reduced scale

Please explain your answer.

5. Supporting evidence checklist

Please attach	Tick
Completed application form	☐
Project timetable	☐
Project cost breakdown	☐
Quotations, estimates or other evidence of costs	☐
Evidence of match funding, where applicable	☐
Evidence that the organisation or group is active	☐
Evidence of organisation banking arrangements, where applicable (do not send full account details)	☐
Supporting statement or reference, where appropriate	☐

6. Declaration

☐	I am authorised to apply on behalf of the organisation named in this form.
☐	The information supplied in this application is accurate and complete to the best of my knowledge.
☐	I understand that incomplete applications may not be considered and that grant funding is discretionary.
☐	If funding is awarded, it will be used only for the approved purpose and any significant change will be reported to the Council.
☐	I agree to provide monitoring information and evidence of expenditure if requested, and to acknowledge the Council's support where reasonably practicable.
☐	I accept the conditions in NTC-POL-GRANTS-2026-01 and understand that funding may be recovered if it is misused or the conditions are not met.

Name		**Position**	
Signature or typed name		**Date**	