



Community Branch Fund

Network Transformation Application Form

The Network Transformation Community Branch Fund can be used for a wide range of branch improvements.

This will help support the growth of your Post Office business in the community, bring benefits to Post Office customers or bring benefits to your overall business to support the Post Office. Please complete all sections of this application form and either email or post a copy to the address provided overleaf.

If you need more space please continue on a separate sheet of paper, don't forget to attach this with your application.

The Post Office branch detailed below is (please tick one box):

A community designated branch

A core branch offering outreach or satellite services

Name:

Branch Address:

FAD Code:

Email:

Telephone:

1.

Please provide a general outline of what you propose to use the grant for e.g. new signage

2.

How much would you like to apply for? Please include a detailed breakdown of the costs of the project (inclusive of any VAT that may be payable). If total is greater than £3,000 inc VAT, please supply two quotations for each element of work, e.g. flooring, shelving.

3. Please explain how the investment will support the growth of the Post Office business in the community and bring benefits to your Post Office customers and/or overall business

4. Any additional comments

Please fill out the details below

Signature:

Date:

By ticking this box I confirm that I have read the Community Branch Fund terms and conditions [www.postofficecommunityfund.co.uk/legal-tcs] and that I understand by submitting this application form I agree to be bound by those terms and conditions. If you would like us to send you a copy of the terms and conditions, please call the NT Helpline. In particular and without limitation, I confirm that I have read and understood clauses 2.1 and 2.6 (Offer Letter), clause 3.3 (Income Tax, National Insurance and VAT), clauses 5.2 and 5.3 (Payment of Grant), clause 6 (Repayment and Withdrawal of Grant) and clause 7 (Limitation of Liability).



Please post your completed application form to:

NT Community Fund
Post Office Limited
112-114 Camden High Street
London NW1 0RR



Or email:

nt.communityfund@postoffice.co.uk



If you have any questions about your application, call the Network Transformation helpline on

0845 266 8790