



DAWLISH TOWN COUNCIL

COUNCILLORS' COMMUNITY FUND GRANT APPLICATION FORM

What is the Councillors' Community Fund Grant Scheme?

The Councillors' Community Fund grant scheme allows Councillors to make small grants of up to £100 to local organisations without the initial need for referral to the Finance and General Purposes Committee of the Council. Each Councillor can give grants of up to £100 in each financial year or can combine the grants with other Councillors in their Ward to make larger grants to projects within their Ward. The Community Fund limit per Councillors of £100 is reviewed by the full Town Council each year. Dawlish Town Councillors' Community Fund can be used for any purpose which, in the view of your Ward Councillor, will improve your community and enhance the quality of life for local residents. It supports projects and ideas but cannot be used to replace any withdrawn public sector funding or provide/imply on-going support. Applications for funding can only be received from not-for-profit organisations. No grants can be given to individuals.

What are the timescales?

There are no set timescales or deadlines. Ward Councillors will consider projects throughout the financial year as long as funding is still available and make appropriate recommendations to the Town Council's Finance and General Purposes Committee which meets every month (except August and December).

How do I know if I have a good project or idea?

If your project will make a positive difference in your community then you may already have a strong application but with limited resources. Ward Councillors need to be certain that they are supporting the very best ideas. It could make the difference if your project:

- provides wider community benefit
- involves and engages with local residents and voluntary/community groups
- tackles real local issues and supports hard to reach groups (*ethnic minorities, young people/older people/unemployed people, etc.,*)
- links with existing town plan (*if applicable*)
- demonstrates clear local support and/or need.

How do I apply for funding?

To apply for a small grant of up to £100 you should complete the attached form and approach your local Ward Councillor giving him or her details of the project and how much you hope to gain in grant funding. Remember, you can approach more than one Ward Councillor for your Ward to request them to combine their available funding to increase the grant level but you must inform each Councillor concerned of your intention to do this. You can find out which Ward your organisation is in by contact the Town Council Office on 01626 863388. The names of Councillors representing your Ward and their contact details can also be obtained from this number.

What happens once I have applied for a grant?

Your Ward Councillor will consider your funding application and will inform the Town Council Offices of his or her decision. A cheque will be issued to a bona fide bank account for your organization following approval of your application. The Councillor's decision will then be formally approved at a meeting of the Finance and General Purposes Committee of the Council.

1. Your organisation's name and address:

| | |
|----------------------|-----------|
| Name of organisation | |
| Address | |
| | |
| | Postcode: |

2. Who is the main contact for this application?

| | |
|---|-----------|
| Name | |
| Position in the organisation | |
| Address | |
| | Postcode: |
| Daytime telephone No: | |
| Email address | |
| How and when is it best to contact you? | |

3. What is your project called?

| |
|--|
| |
|--|

What is your project about?

4. *What geographical area does your project cover?*

North East Ward

Central Ward

South West Ward

5. *Who will benefit from your project? (E.g., young people, older people, ethnic groups, specific groups/organisations, the whole community, etc.)*

6. *When will your project start and finish?*

| | | | |
|--------------------|--|---------------------|--|
| <i>Start date:</i> | | <i>Finish date:</i> | |
|--------------------|--|---------------------|--|

7. *Have you applied to the Councillors' Community Fund in the last 18 months?*

Yes

No

If yes, give details:

8. *Have you applied to the Dawlish Town Council Grants Fund in the last 18 months?*

Yes

No

If yes, give details:

9. *What other funding is your project receiving? (if any)*

| <i>Organisation/Group</i> | <i>Amount (£)</i> |
|---------------------------|-------------------|
| | |
| | |
| | |

10. *Your Bank details: (NB cheques cannot be issued to individuals and must be issued to a bona fide bank account in the name of your organization)*

| | | | |
|---------------------|--|-----------------------|--|
| <i>Name of Bank</i> | | <i>Account Number</i> | |
| <i>Account Name</i> | | <i>Sort Code</i> | |

| | |
|---------------------|--|
| <i>Name (print)</i> | |
| <i>Signed:</i> | |

When completed, please return this form to your local Ward Councillor

| | | |
|-------------------------------------|--------------------------|--|
| <i>Ward Councillor to complete:</i> | | |
| <i>Approve:</i> | <input type="checkbox"/> | <i>Reject</i> <input type="checkbox"/> |
| <i>Comments:</i> | | |
| | | |
| <i>Name:</i> | <i>Signed:</i> | <i>Date:</i> |