



DAWLISH TOWN COUNCIL

GRANT APPLICATION FORM

Before completing this form, please refer to the accompanying notes.

Contact Details:

Name of Group *(making application)*

.....

Name of project *(if different)*

.....

Name of contact for this application. *(This must be someone from your group who knows about your project and can be contacted during office hours)* This is normally the person completing the form. *(Please see also Q15 and Q16 of this form)*

Title:	Initial:	Surname:
Position held in Group		
Contact Address (including postcode)		
Daytime telephone No:		Evening telephone No:
Email address:		
If you have any specific communication needs, tell us what they are e.g. textphone, s language, other language, other <i>(please specify)</i> :		

Tell us about your Group:

2. What type of group are you? (tick one box)

Registered charity Unregistered Voluntary Organisation

Company Limited by guarantee Other (please specify)

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3. When did your group start?

4. Describe the purpose of your group E.g. your usual activities/services you provide.
(If you are a new group, describe the activities/services you plan to provide.)

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5. If you are a branch of or relate to a larger organisation, please tell us which one.

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6. Does the organisation have an agreed constitution, Memorandum of Association or rules? Please state which and attach a copy:

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Tell us about the project or activities you are planning

7. Describe the projects/activities you plan to use this grant for. *(What projects or activities will take place if you receive a grant? Try to be specific about what you will do and how you will do it.)*

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Please explain how you know that people in your community want this project and what difference you hope the grant will make.

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Has the project been developed in response to known need, shown through either a survey or requests to the project development committee; questionnaires to user groups, outcomes of public meetings, success of a previous project, evidence gathered for similar work elsewhere, from the results of local research?

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Tell us how you have identified the need for the project, either within your group or community and how you think your project will meet this need.

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How will you know that it has made a difference?

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8. When are you planning for your project or activity to take place? *(Remember we cannot give grants for goods or services that you buy or order before you hear the decision).*
Start date (month/year).....End date (month/year)

9. How many people do you expect to benefit directly from your project/activity? *(Please put a number, do not put "everyone in the area". An estimate is fine if you cannot be exact.)*.....

10. What, if any, special safety issues are related to your project or activity? *(Safety issues could be related to participants, organisers, general public and/or the environment. Please tell us if you project has any such issues.)*

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Please tick boxes below if your group has any of the following:

Public liability insurance other insurance *(specify)*

Relevant leaders' qualifications

Name of affiliated governing body

11. Tell us how much money you need for your project and give us a breakdown of what the money is for. *(Please enclose any relevant estimates or details. If you need to pay VAT, include this in the cost. If you can reclaim VAT and do not need to pay, please do not include VAT.)*

Tell us the amount of grant requested £.....

Tell us how much money the project will cost in total £.....

How much money has been/is to be raised towards this sum? £.....

Please list the amounts and sources of funds that have already been confirmed:

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How do you plan to raise funds to meet any shortfall and by when?

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Please give us a breakdown of how the money will be spent(*Please specify how the costs are broken down as far as possible, e.g. itemise equipment costs etc.*)

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12. Please describe any contribution you are making towards this project. (*This can be in cash or an estimate of any 'in kind' contribution such as the amount of volunteers' time or the value of hiring a venue you are using for your project.*)

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13. Please give us your bank or building society account details. (*You can only apply for a grant if you have a bank/building society account in the name of your group. We will only pay grant cheques into an account which requires at least two people to sign each cheques or withdrawal. These people should not be related.*)

Account Name:

Bank/Building Society Name:

Bank/Building Society Address:

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Who are the signatories and what position do they hold in your group?

1. Name : Position:

2. Name: Position:

3. Name: Position:

How many people have to sign each cheques or withdrawal for this account?

14. Provide the following details from your most recent annual accounts: *(You should take these figures from your most recent annual accounts, which you also need to send us.)*

Account year ending:.....

Total gross income £

Minus total expenditure £

Equals loss/profit for the year £

Savings *(Reserves, cash or investments)* £

15. Independent Referee

(Your referee must be independent of your group and your management committee. He or she must be someone who knows about your group and can comment on your project. If your project is working with children, young people or vulnerable groups, your referee must be someone with a relevant professional qualification such as a teacher, social worker or childcare professional.)

Title:First Name:Surname:.....

Occupation:

Telephone: DayEvening

How long have you known this group and how do you know about their work?

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SignedDate:.....

16. Senior contact:

Please give details of a senior member of your organisation. *(For example this may be your Chairperson, Treasurer or Secretary. They must read the application and sign below. **This person must not be the main contact name in Question 1.**)*

Title:First Name:Surname:.....

Occupation:

Telephone: DayEvening

How long have you known this group and how do you know about their work?

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.....

SignedDate:.....

17. **Signature of main contact.** *(This must be the signature of the person making the application at Question 1 and must not be the same person who ha signed at Q15 or Q16)*

I confirm that to the best of my knowledge and belief, the information in this application form is true and correct. I understand that a request may be made for additional information at any stage of the application process. By completing this form, the signatories hereto agree to their information being retained in accordance with the provisions of the Data Protection Act and for that information to be forwarded to other agencies as necessary to facilitate this application for grant aid but for no other purpose.

Signed: Date:

IMPORTANT

Terms and Conditions

Please read carefully:

This section is important because it is a condition of any application that you have read, understood and accept it.

- All application will go to the Finance and General Purposes Committee which will make the grant or recommendations to the full Town Council for approval.
- All decisions made by the full Town Council are final.
- Please note that the meetings of the Finance and General Purposes Committee and the Town Council are open to members of the press and public and that minutes of the meetings are available from the Town Council offices.
- If you receive a grant, it may only be used for the purposes set out in the application form and cannot be given to any other group or individual.
- Dawlish Town Council will not give grants to cover costs that have already been incurred and the grant cannot be increased. Your grant will be paid by cheque made payable to the bank account detailed on this application form.
- We may ask you to complete a short report to tell us what you achieved with the funds and may also ask you for proof that the money was spent for the intended purposes.
- Recognition of the grant from Dawlish Town Council must be made in any publicity and in the group's accounts.
- We may use the name of your Group (not personal data) and its project in the Town Council's own publicity material.
- When a grant expires, Dawlish Town Council has not commitment to provide any further funding for the project or activity.

The above terms and conditions may change from time to time. Policy and regulations on distributing funds may also change. Dawlish Town Council reserves the right to amend any policy, procedures and assessment criteria and will aim to inform actual or possible beneficiaries.

This application form does not necessarily reflect all the information used by the Committee to decide on applications. The Committee may seek additional information to check your application and organisation.

In signing the application form you give permission for Dawlish Town Council to use the information you provide:

- For establishing your entitlement to a grant
- For inclusion on a computerised register maintained by Dawlish Town Council and during the life of any grant awarded to administer and analyse applications and grants.

We aim to make our grant making assessment process as open and clear as possible. To achieve this aim, we may:

- Hold open committee meetings where we discuss individual applications in front of the public or media and
- Allow your representatives to see information about the way in which we reach decisions on your application.

However, we would always want to respect the confidentiality of information given by any other person. We would judge on a case-by-case basis what would be appropriate to reveal.

We recognise the need to maintain the confidentiality of vulnerable groups and individuals and their details will not be made public in any way, except as required by law. If you think your application falls within this category, please let us know.

Please submit all enquires and completed application forms to:

**The Town Clerk
Dawlish Town Council
The Manor House
Old Town Street,
DAWLISH,
Devon. EX7 9AP**

For office use only:

Form correctly completed with full contact details?.....

Data Protection declaration signed? Bank details satisfactory?.....

Does the application comply in all respects with the accompanying notes?

Are accounts provided satisfactory?.....

*Would the grant of funds for this project comply with current legislation?
(Local Government Act 1972 etc.)*

Details:

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.....

Meeting/date at which this application discussed:

Minuted at No:

Comments:

Current balance available for grant funding £.....

Amount of grant for this application £

Cheque No:

Confirmation of receipt of grant: