

WIMBORNE MINSTER TOWN COUNCIL
GRANT APPLICATION
Application Form Guidance Notes

It is important that you read these notes in relation to each question. This will ensure that the application submitted contains all of the information required. Incomplete answers will delay your application.

1. AMOUNT

Amount Requested

Please clearly state the amount you are requesting from the Town Council.

Name of Charity/Organisation

State the name of your charity, organisation, company or group.

Charity Registration Number or Ltd Company Number

Please state the relevant number. If the number is not available please state why and enclose your constitution.

Name of Payee

Grants are paid by cheque. Please state clearly to whom an approved grant should be made payable.

Does your organisation make grants to others?

Yes or No. Usually, if an applicant makes a grant(s) itself, it will automatically not be eligible for a grant from the Town Council. However, the Town Council may award a grant if the applicant is giving a grant/donation to an umbrella, subsidiary or associated organisation, and the Town Council considers a grant is still merited.

Would your project, purchase or organisation be at risk if this grant application is not approved?

We would like to understand whether your project or organisation would be able to continue without this grant application being accepted by the Town Council. If you feel that it would be at risk or may not happen at all, please tell us why you feel that is the case.

2. APPLICATION DETAILS

Name

Please provide the name and position held in the organisation of the individual making the application. This person would be who we would contact in the event of any queries.

Address

Please provide complete address details. This will be the address to which the grant cheque will be sent.

Email

This is the email address of the person named as the applicant.

Tel No

A contact number for the person named as the applicant.

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3. PURPOSE

Annual Running cost for support

Are you applying for costs that would support an organisation with their annual running costs?

Specific project support / one off item

Is this request to enable a specific project? Or does your organisation need to purchase an item(s) as a one-off expenditure that your organisation would be unable to meet the cost of on its own?

Funding towards an event

Is this a request to help fund/support an event?

4.

Please provide a short summary of the purpose of your organisation and if appropriate your project.

Please briefly tell us about your organisation, it's purpose/aims etc and provide a short summary of what your project or event entails. Or detail the item(s) that need to be purchased and why.

5.

Does your organisation fund raise?

If so, please give details for the current and previous financial years, including the amounts raised.

6.

Which Demographic does your organisation support? Please tell us which demographic is supported by your organisation or to which your project/event is aimed. The Town Council is here to support the residents of Wimborne Minster. Please indicate the numbers you support, the membership or user levels where possible of Wimborne Minster residents

7.

Please complete the table on Appendix A regarding the Town Council's Priorities

For specific details of our priorities, please see the list of Town Council Priorities enclosed with your application pack or visit our website <http://www.wimborne.gov.uk/the-town-council/priorities-of-the-council/>. Any grant awards we make must be aligned with at least one of our priorities. Please tell us which one(s) of those priorities you feel your project or item helps to support and why.

8.

Is your organisation/project/event accessible to disabled and other minority groups?

We would prefer that projects, events and organisations that the Town Council supports are in some way open and accessible to those with accessibility issues. If you feel that your organisation or specific project will be accessible, please explain how.

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9.

Do you anticipate needing to apply for grants each year from this Council?

If you feel that your organisation will require ongoing support from the Town Council, please inform us by ticking either yes or no.

10.

Will any grant awarded be ring fenced within your accounts for use in Wimborne Minster only?

Please tell us whether this grant will be placed within a budget whereby it will be spent only for use within Wimborne Minster.

11.

Have you applied to any other organisations for grants for the same project/item/event/running costs?

If so, please indicate to whom you have applied, the amount and when you expect to know whether the funding will be awarded.

12.

Project / Item Details

Please provide a breakdown of the costs involved and what they relate to and how you intend to fund the cost of your project/item.

13.

Checklist

Please read through your application carefully and ensure that, if appropriate, you have included the information specified

14.

Conditions

Please read the conditions carefully and make sure that you understand them before signing the form

15.

Signed and Dated

The person named as the applicant in question 2, should sign this application form and date it as the day of submitting the application.

Print Name

Please clearly print your name underneath your signature.

Position

Clearly state the position you hold in the organisation or group that you are making this application on behalf of.