

WIMBORNE MINSTER TOWN COUNCIL
Application for Grant Aid

IMPORTANT: Please read the Grants Procedure Notes before completing and submitting this form. **Failure to complete the form fully/correctly, WILL result in your claim being rejected.**

1.

(a) Amount Requested:	£
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(b) Name of Charity / Organisation:	
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(c) Charity Registration or Limited Company No.	
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(d) Does your organisation make grants to others?	Y	N
	<input type="checkbox"/>	<input type="checkbox"/>

(e) Would your project, purchase or organisation be at risk if this grant application is not approved?	Y	N
	<input type="checkbox"/>	<input type="checkbox"/>

If yes, please explain why:

2.

Name of applicant:			
Position held in the organisation:			
Address:			
	Post code:		
Tel No:		Mobile No:	
Email:			

3.

Is this a claim for (please tick only one)	
Annual running cost support (you do not need to complete section 12)	<input type="checkbox"/>
Specific project support / one off item	<input type="checkbox"/>
Funding towards an event	<input type="checkbox"/>

Please complete ALL sections of this form unless otherwise stated

WIMBORNE MINSTER TOWN COUNCIL
Application for Grant Aid

4.

Use this space to briefly state why you are requesting funding; for example, describe your project or event or state the one-off item you wish to purchase and why. If you are requesting funding for annual running costs, please briefly describe the purpose of your organisation and how the funding would be used.

5.

Does your organisation fund raise? If so, please give details for your current financial year and last financial year, including amounts.

Y	N

6.

Which demographic does your organisation support/is your project or event aimed at? (Please indicate membership or user levels where possible of Wimborne Minster residents).

7.

Please complete the table on **Appendix A** at the end of this form telling us which of the Town Council's Priorities are met by your organisation and/or project/event and how.

8.

Is your organisation accessible by disabled or other minority groups? If yes, explain how.

Y	N

WIMBORNE MINSTER TOWN COUNCIL
Application for Grant Aid

9.

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

10.

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

11.

Have you applied to any other organisations for grants for the same purpose? If yes, please provide details (add rows as required);	Y	N
Organisation you have applied to:	Amount	When do you expect to hear?

12.

Project / Item / Event details – if applying for annual running costs you do not need to complete this section. Please go to section 13.		
If the grant is to fund or support a project or event or to purchase an item, please provide details below of the costs (add rows as required) – or attach your own detailed breakdown of costs.		
	Item	Cost
1		
2		
3		
Total		

Please Note - If any one item of expenditure exceeds £500, please include at least 3 quotations.

Totals		
	Amount requested from Town Council	
	Amount requested from other bodies	
	Amount you are contributing	
	Total cost of project / Item / Event	

WIMBORNE MINSTER TOWN COUNCIL
Application for Grant Aid

13.

CHECKLIST	Tick			
	Y	N	N/A	Previously supplied
<p>Please read through your application carefully and ensure that you have included the following information where appropriate:</p>				
Have you completed all the questions on the application form?				
Have you enclosed a copy of your organisational constitution or rules? - If have previously supplied us with a copy of your constitution or rules, you need only send a copy if they have since been amended or updated.				
Please supply a copy of your budget for the current financial year if available.				
Have you included copies of quotations, where applicable? - If any one item of expenditure exceeds £500, please include at least 3 quotations.				
Have you completed Appendix A at the end of the application form?				
Have you enclosed a copy of your audited accounts for the most recent financial year? IMPORTANT NOTE - Please enclose your most recent full year's audited accounts. If these are not available, please contact the Finance Administrator at the Town Hall.				

Please now complete Sections 14 and 15

WIMBORNE MINSTER TOWN COUNCIL
Application for Grant Aid

14.

If your application is successful, grants will be paid by BACS transfer. Please therefore provide your organisation's bank details below:

Account name	
Sort Code	
Account number	

These details will only be used for purpose of making the payment of a grant resulting from a successful application for Grant Aid.

If your application is unsuccessful, this page will be destroyed as soon as the result of your application is known, and the data will not be retained.

Please see the Council's Grant Aid Privacy Notice for further information.

Please now complete the Declaration at step 15 on the following page.

WIMBORNE MINSTER TOWN COUNCIL
Application for Grant Aid

15.

Conditions

By making this application you are agreeing that:

- a) You understand that you may be asked for further information to be provided, in order for your application to be considered.
- b) You may be requested to make a presentation to provide more details about your application.
- c) If you are awarded a grant and your project does not proceed, any grant awarded must be repaid to us.
- d) If you are awarded a grant and your organisation ceases to be in operation in the financial year the grant is awarded, then any grant paid in that year shall be repaid to us.
- e) You will abide by any conditions attached to the grant and supply any confirmations requested within the prescribed time.

NB: Failure to comply with any condition imposed on the granting of the award may affect any applications made by your organisation in the future.

16. Declaration

I declare that to the best of my knowledge the above information is correct. I agree to the above conditions on behalf of my organisation, and I am authorised to do so.

Signed	Dated
Print Name	Position

The declaration must be signed, or your application will be delayed.

Please complete **Appendix A** which can now be found on the following page.

WIMBORNE MINSTER TOWN COUNCIL
Application for Grant Aid

Appendix A - Please complete this table and include this page with your grant application

Town Council Priority	Tick	Briefly tell us how your Organisation meets this priority
Residents		
Town Support		
Infrastructure		
Economy		
Tourism		
Partnership Working		
Crime Prevention		
Recreation, Culture & Heritage		