

Wimborne Minster Town Council

Community Grant Scheme Application Form

Author: Louise Harrison, Town Clerk, Wimborne Minster Town Council, 22 March 2023

This application contains and requires the following sections completing:

- Section A: About you**
- Section B About your project/activity/service/event**
- Section C Budget**
- Section D Conditions and declaration**

Section A About you

1. Name of Organisation

Name of organisation:				
Is this application a consortium/partnership bid?	Yes		No	
If yes, name(s) of other organisations involved:				

2. Address of organisation

Address				
Postcode		Telephone		
Email				

3. Please give the following details for the main contact person.

Name				
Address				
Postcode		Telephone		
Email				
Position in organisation:				

We will send acknowledgement of receipt of your application by email to this contact.

4. Please give the names of the following officers (where relevant)

Chairman	
Secretary	
Treasurer	

5. Please confirm the following documents are attached:

- Your most recent audited, signed or certified accounts (must not be more than 18 months old and be signed) or if a new/start up organisation budget information for the year in which the project is occurring. Please note abridged accounts will not be accepted. (tick)
- Budget information if applicable (tick)
- The constitutional document that governs your organisation (tick)
- Your Equality and Diversity policies (tick) if applicable

Section B – About Your Project/Service/Activity/Event (for convenience, we have used the word 'project' throughout this form)

6. Please describe a summary of the project for which you are applying for funds

7. Please provide the following detailed information (300 words max):

- Number of clients/members/public served (where relevant)
- Description of service/activity provided, project or event to be supported
- Reason for application with details of how the grant will be used
- How the grant will benefit the town and people of Wimborne Minster

Do not send supporting documentation – we will ask you if we require more information.

8. Where will this take place?

Please give us the address and postcode of the main site of your project. If your project is taking place over a wider geographic area, please tell us the main areas where the project will take place.

9. Which Wimborne Minster Town Council objective will be met through funding your project? (tick all that apply)

- Provides significant benefit for the people of Wimborne Minster
- Provides value for money
- Promotes health and wellbeing
- Promotes community involvement
- Supports local solutions to meet local needs
- Promote community cohesion/inclusion
- Works in partnership with others
- Provides matched funding
- Provides evidence of sustainability

10. Have you previously received funding from Wimborne Minster Town Council?

- Yes No

If you have received funding in the last three years, please list below the year, purpose and amount of funding received.

Year	Purpose	Amount (£)

11. How would Wimborne Minster Town Council support be acknowledged?

12. Have you applied for other sources of funding or raised money towards this project yourselves?

Yes No

If yes please provide details:

13. Does your organisation give grants. If so please give details:

14. Do you anticipate applying for funding annually? Yes No

If you are successful you will be pai by BACS transfer.

Section C Budget for project

This budget should be for the **total cost** of the project you are applying to do. Do not pluck figures out of the air as you will be asked to explain any amount which is unclear. Attach a separate budget sheet if you have done this work already.

A Expenditure items	Unit Cost £	Total £
B Total Expenditure (must be sum of A above)		£
C Other total income sources (state from whom, and if pending or confirmed):		£
From your own resources (including public fundraising):		£
From Non-Statutory Grant making Bodies and other public authority funding:		£
D Sum requested from Wimborne Minster Town Council		£

E Total Income (must be sum of C & D above) and equal figure in B	£
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If granted, will the funding for this project be ringfenced for Wimborne Minster? Yes No

Section D Declaration and conditions

Data protection and freedom of information: we are committed to transparency and accountability including being clear about how we assess and make decisions and a list of all grants made by the Council will be published on our website - acceptance of this is a condition of grant funding.

As a public body we follow the Data Protection Act 1998 and the Freedom of Information Act 2000. For further information, see details on our website at www.wimborne.gov.uk

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.
- 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.
- e) You will abide by any conditions attached to the grant and supply any confirmations requested within the prescribed time.
- f) You will abide by section 5 of the Council's Grants Scheme Policy.

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

We will take your signature on this form as confirmation that you understand our obligations under the Data Protection Act 1998 and the Freedom of Information Act 2000

I agree to the above conditions on behalf of my organisation and confirm that I have the authority to sign this application.

I confirm that the information in this application is true and correct.

Your signature: *[digital signature acceptable]*

Name: Date:

Position in organisation:

Return this application form to The Town Clerk, Wimborne Minster Town Council, 37 West Borough, Wimborne Minster, Dorset BH21 1LT or via email to office@wimborne.gov.uk, with all necessary supporting information.