



Wadebridge Town Council

Application for Financial Assistance by Voluntary Organisation/Groups

Closing Date for the application is

To be considered at the Finance & General Purposes meeting on

(Please contact the Town Council office to find out the next deadline as grants are discussed by the Council quarterly)

Notes to Application Form

- Please read the guidance notes before completing this form;
- After completion please return to the Town Clerk;
- If you wish to discuss your application or require assistance, please contact the Town Clerk;
- Successful applicants will be required to submit a short report outlining the use made of the grant within 3 months of the project's completion

Application Form

Name of individual/organisation or group.....

Where is the organisation based?.....

Age range for services provided

Is your organisation a registered charity? Yes / No

Is your organisation affiliated to a national organisation?

Will this Grant benefit residents living in Wadebridge?.....

Please briefly describe the aims of the organisation and give details of how it benefits the local community:

Please list the organisation's current activities and proposals for the next 12 months:

DETAILS OF GRANT REQUESTED:

For what purpose is the grant required?

How much grant aid are you requesting?

If the grant is required to assist with the general running costs of the event– please provide the associated costs of the event and confirm dates of the financial year relative to your application

From:

To:

Or if the grant is required to finance a specific project or purchase, please give details including the total estimated cost of the project and/or equipment

OTHER FUNDING:

Has your organisation approached any other funding sources for assistance during the past year?

Please give details below if you have

<u>Source</u>	<u>Amount requested</u>	<u>Amount received</u>
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PAYMENT DETAILS

If your grant application is successful, please advise who the cheque should be made payable to

Address to which cheque should be sent:

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.....

Treasurer of your organisation:

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CONTACT:

Please provide details of the person with whom this application can be discussed, if necessary

Name	Position held in organisation
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Address	Telephone number
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FINANCIAL INFORMATION:

Please supply a copy of the most recently audited accounts or, if this is not available, please supply a breakdown of your current financial position

DECLARATION

The information given in the application and supplied with it is to the best of my knowledge true and accurate. Any financial assistance awarded will be spent for the purposes requested. I understand that copies of application forms and other supporting documentation will be available to officers and councillors of Wadebridge Town Council.

Signed for an on behalf of the organisation

Date

Name

Position held in organisation

Guidance/criteria for Applications for Grant Aid from the Town Council

All applications for Grant Aid will be required to satisfy the following conditions –

- The Town Council will only accept applications from Community groups and organisations within the Parish for grants that in its opinion are in the interests or will directly benefit all or a portion of the Parish and its inhabitants.
- The application must demonstrate local community need and support.
- The applicant must demonstrate a clear financial need for the grant.
- Retrospective grant applications will not be considered.
- Grants will not be awarded to meet general salary costs.
- The organisation submitting the application must be non-party political.
- The closing date for applications is
- Successful applications will be required to submit a short report outlining the use made of the grant within 3 months of the project’s completion.
- Grant aid will not be paid out until the end of the quarter the application is made.
- The Town Council request that after the Grant has been awarded the individual/organisation/group provides where practical evidence of the expenditure relating to the award.

GRANT GUIDANCE NOTES

- The Town Council assigns responsibility for the Grants Distribution to the Finance & General Purposes Committee. This Committee meets four times a year to consider applications, working to a pre-determined criteria. Grants for consideration should be submitted to the Town Council **at least 14 days prior to the date of the meeting.**
- Meeting dates are available from the Town Council's website: www.wadebridge-tc.gov.uk or by contacting the office on 01208 817082.
- Once submitted to the Town Council, all applications will be scrutinised by the Finance Department using the grant application assessment to assist Members in reaching their decision.

WHO CAN APPLY FOR A GRANT?

The organisation must be based in Wadebridge and must be able to demonstrate that it benefits a number of people living in the community of Wadebridge and how.

WHAT CAN GRANTS BE USED FOR?

Grants can be used for capital projects (e.g. lasting assets) or for the running costs of an event.

Examples of what grants might support include:

- Equipment
- Development
- Projects
- Publicity