



ANNUAL GRANT APPLICATION FORM

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1. INFORMATION ABOUT YOUR ORGANISATION

Contact details of organisation

Name of organisation

Address

Post code

Contact person

Position in organisation

Telephone no

E-mail address

What is the status of your organisation?

Voluntary

Community Organisation

Co-operative

Registered Charity

Charity no

Limited Company

Other (please describe)

Management of the organisation

When was your organisation formed?

New

1 year ago

5 years ago

More than 5 years ago

Does your organisation have a Management Committee?

Yes

No

How many service users do you have on the Management Committee?

Where in Woodley do your organisation's activities take place?

2. THE SERVICE YOU OFFER IN WOODLEY

Please describe the service(s) you offer in Woodley

How does the local community benefit from your service(s)?

What has your organisation achieved in the last year in Woodley?

What does your organisation hope to achieve in the coming year?

Please answer these additional questions if you currently receive an annual grant.

Will there be any changes if you continue to receive the same level of funding?

If you are asking for additional funding please describe the need, how you would spend the additional amount and give a breakdown of costs.

3. STAFFING

Does your organisation have paid staff? Yes No

If yes, how many paid staff does your organisation have?

Full time: Part time:

How many regular volunteers does your organisation have?

Are you requesting funding to employ staff? Yes No

Please describe worker(s) post title(s) and pay scales

Post	Pay Scale	New Post	Existing Post

Please ensure that a copy of job descriptions are attached for new posts for which you are seeking funding or if our records show we do not hold these on file already.

Are your staff/volunteers working with Children or vulnerable people? Yes No

Do you request disclosure of criminal records? Yes No

Do you have a training/development plan for your staff and volunteers?
Yes No

If yes, please describe the plan or if not, please describe how you intend to support your staff and volunteers

4. USERS OF THE SERVICE

Week Year

How many people use your service each week/year?

Week Year

How many of these people are Woodley residents?

Equal Opportunities Monitoring

Please provide information for the most recent 12 months.

Please indicate how your users fit into the following categories

Activity	Black & Minority Ethnic %	Disabled People %	People on a Low Income %	Elderly %	Women %
Average % for all activities					

(As people may fall into more than one category – e.g. elderly female, the above boxes will add up to more than 100%.)

Age:					
0 to 7	%	8 to 13	%	14 to 19	%
20 to 25	%	26 to 55	%	56 to 75	%
75 +	%	Total = 100%			

5. FUNDING

What other sources of funding have you applied for in the last financial year

2	0	1		-	2	0	1	
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Purpose	Funding Body	Amount (£)	Successful	
			YES	NO

6. FINANCIAL INFORMATION

Please complete this section from your organisation's latest annual accounts. These should not be more than 12 months old.

Financial Summary from your most recent Annual Accounts

Total income	£
Total expenditure	£
Surplus or deficit	£
Savings (reserves, cash or investment)	£

If you have free reserves of more than 12 months' expenditure, please explain what these are to be used for.

7. YOUR ORGANISATION'S BUDGET

Please give your organisation's projected income and expenditure for the next financial year. If you ask for an increase in funding please ensure you have described the need in the space provided on page 4.

Anticipated Income , next financial year	2	0	1		-	2	0	1	
Expected WTC contribution	£								
Other Local Authorities	£								
Other – please specify	£								
Charges & Fees	£								
Total reserves and cash balances brought forward	£								
Total anticipated income	£								

Anticipated Expenditure, next financial year		2	0	1		-	2	0	1	
		Revenue or running costs £				Expected WTC contribution £				
Employee Costs - Salaries, NI, Pensions etc.										
Office Costs – phone, stationery, etc										
Premises Costs	Rent/Rates									
	Utility Bills									
	Maintenance									
Information, Education, Promotional material										
Training for staff and volunteers										
Volunteer and travel expenses										
Other e.g. accountancy fees, depreciation										
Insurance										
Other (please specify)										
Total running cost for year		£				£				
Capital costs e.g. equipment						NONE				
Total grant requested from WTC										

7. DECLARATION

We make all grants subject to the conditions set out in the Guidelines to Applicants attached.

We ask applicants to sign the following declaration to confirm that they accept the conditions under which the grants are awarded

I, the undersigned, am applying on behalf of _____ (organisation)
and I declare that:

1. I have noted the conditions under which the grants are made as set out in Guidelines to applicants and confirm that, if successful, I and the organisation which I represent will abide by them;
2. I undertake on behalf of the organisation, that any grant made by the council, or such part of it as the council may determine, will be repaid if:
 - a) The organisation is found to be in breach of the conditions applied to the grant
 - b) The grant ceases to be used for the purpose for which it was given
 - c) The organisation ceases to operate.
3. This is an accurate view of the services provide by the Organisation and of any changes that may affect the agreement and has been seen by the committee.
4. The committee agrees to continue to abide by the conditions under which grant aid is made (as set out in the Guidelines to applicants).

Signed

Position in organisation

Date

Your name entered here will be regarded as your signature

When you press the submit button below it will launch your email program with your form attached.

Please press 'send' in your email program and the form will be sent.

**If you are returning this form as a printed copy please send to
Woodley Town Council, The Oakwood Centre, Headley Road, Woodley RG5 4JZ**

If you have any queries, please telephone: 0118 969 0356

Your privacy is important to us and we will only keep your information for the purposes for which it was submitted. You can find out more about how we use your data from the [Privacy Notice](#) available on our website www.woodley.gov.uk