

COMMUNITY GRANT APPLICATION FORM

# INFORMATION ABOUT YOU

|  |  |  |  |
| --- | --- | --- | --- |
| Name of organisation |  | | |
|  | | | |
| Address of organisation |  | | |
|  | | | |
| Correspondence address if different from above |  | | |
|  |  |  |  |
|  | Main Contact |  | Second Contact |
| Contact Name |  |  |  |
|  |  |  |  |
| Daytime Telephone No. |  |  |  |
|  |  |  |  |
| Evening Telephone No. |  |  |  |
|  |  |  |  |
| Email Address |  |  |  |

# BACKGROUND

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Purpose of organisation |  | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| How long has your organisation been running? |  | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| How is your organisation run? | | |  | Charity | | | Charity No: | | | | |  | | | | | |
|  | | | | | | | | | | | | | | | | | |
|  | | |  | Elected Committee | | | | | |  | Collective | | | | |  | Other |
|  | | | | | | | | | | | | | | | | | |
| What restrictions are there on membership? |  | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| Where does your organisation meet? |  | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| And how often? |  | Weekly | | |  | Monthly | |  | Quarterly | | | |  | Other |  | | |
|  | | | | | | | | | | | | | | | | | |
| Where does your financing come from? |  | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| What do you normally spend it on? |  | | | | | | | | | | | | | | | | |

# MEMBERSHIP

|  |  |
| --- | --- |
| How many members are there in your organisation? |  |
|  | |
| How many people regularly benefit by receiving the service you provide? |  |
|  | |
| What is the average attendance at your sessions? |  |
|  | |
| What percentage of your members / users of the service are Woodley residents? |  |
|  | |
| How many of your members / users of the service are resident in Woodley |  |
|  | |

# STAFFING / VOLUNTEERS

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Does your organisation have any staff (paid or volunteers)? | | |  | Yes | |  | No | |
|  | | | | | | | | |
| If so, how many paid staff? |  | How many voluntary staff? | | |  | | |  |
|  | | | | | | | | |
| What do they do? |  | | | | | | | |
|  | | | | | | | | |

# REQUEST FOR GRANT AID

|  |  |
| --- | --- |
| What activities will you be offering that will be funded by the requested grant?  Please describe how this will benefit the community. | |
|  | |
|  | |
| Where will these activities take place? |  |
|  | |

# BUDGET

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| What is the total cost of the project / activities you aim to provide? | | | | £ | |
|  | | | | | |
| How much grant aid are you seeking? (Maximum grant £250) | | | | £ | |
|  | | | | | |
| If the total cost exceeds the grant amount, what will the balance be? | | | | £ | |
|  | | | | | |
| How do you intend to fund the balance? |  | | | | |
|  | | | | | |
| Please give details of all anticipated income and expenditure for the project / activities, including any entry or activity fees, and funds raised or anticipated from other sources: | | | | | |
| Income | | Amount | Expenditure | | Amount |
|  | | £ |  | | £ |
|  | | £ |  | | £ |
|  | | £ |  | | £ |
|  | | £ |  | | £ |
|  | | £ |  | | £ |
|  | | | | | |

# ADDITIONAL INFORMATION

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| If approved, the Council will aim to arrange this grant by way of an electronic payment.  To achieve this, please provide the following information: | | | | | | | | | | |
|  | | | | | | | | | | |
| Does your organisation have a BANK or BUILDING SOCIETY account? | | | |  | Yes | |  | | No | |
|  | | | | | | | | | | |
| Name of Bank / Building Society? |  | | | | | | | | | |
|  | | | | | | | | | | |
| Account Name |  | | | | | | | | | |
|  | | | | | | | | | | |
| Account Number |  | Sort Code | | | |  | | | | |
|  | | | | | | | | | | |
|  | | | | | | | | | | |
| You **must** submit a copy of the following with your application **OR** provide reasons why not: | | | | | | | | | | |
|  | | | Provided? (please tick) | | | | | | | |
| 1. Most recent statement of annual accounts \* | | | |  | Yes | | |  | | No |
|  | | | | | | | | | | |
| 1. An up-to-date bank statement \* | | | |  | Yes | | |  | | No |
|  | | | | | | | | | | |
| 1. A statement of your income an expenditure for the current year \* | | | |  | Yes | | |  | | No |
|  | | | | | | | | | | |
| 1. You group’s constitution or set of rules, signed by the chair | | | |  | Yes | | |  | | No |
|  | | | | | | | | | | |
| \* New groups should attach a copy of your anticipated income and expenditure (budget) | | | | | | | | | | |
|  | | | | | | | | | | |
| If you were unable to provide any of the documents above, please provide reasons below: | | | | | | | | | | |
|  | | | | | | | | | | |
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# DECLARATION

|  |  |  |  |
| --- | --- | --- | --- |
| I apply for aid on behalf of the above organisation, and I declare that:   1. I have read and understood the scheme under which grants are made as contained in the “Woodley Town Council Grant Guidelines”: 2. I have noted all conditions under which grants are made and confirm that if successful, I and the organisation which I represent will abide by them, including providing monitoring information on expenditure of the grant. 3. I undertake personally and on behalf of the organisation that any grant made by the Woodley Town Council, or such part of it as the Council may determine, will be repaid if:    1. The organisation is found to be in breach of the conditions applied to the grant; OR    2. The grant cease to be used for the purpose for which it was given; OR    3. The organisation ceases to operate before the project has begun or been completed. 4. We require the signatures of two members of the organisation, one of whom must be on the management committee. | | | |
|  | | | |
| Signed \* |  | Signed \* |  |
|  | | | |
| Position in the Organisation |  | Position in the Organisation |  |
|  | | | |
| Date |  | Date |  |
|  | | | |
| \* Your name entered here will be regarded as your signature | | | |
|  | | | |
| **Please return this form either via:**  **Email:** [**admin@woodley.gov.uk**](mailto:admin@woodley.gov.uk)  **Post: Woodley Town Council, The Oakwood Centre, Headley Road, Woodley, RG5 4JZ**  If you have any queries, please telephone: 0118 969 0356 | | | |
|  | | | |
| **DATA PRIVACY NOTICE** | | | |
| Woodley Town Council is the data controller for your data. By submitting this application, you consent to the Council storing and processing the personal data you have provided for the purpose for which it was submitted.  Where necessary the Council may share your personal data with other third-party data controllers with whom the council works. Personal data will be stored securely, and will be deleted or anonymised when it is no longer required. For full information on how we will process your data, including who it may be shared with, where it will be stored, how it will be protected, and how long it will be stored, please see our [General Data Privacy Notice (link)](https://www.woodley.gov.uk/about-the-council/governance-finance).  Woodley Town Council, The Oakwood Centre, Headley Road, Woodley, Berkshire, RG5 4JZ  Contact: Tel – 0118 969 0356 / Email – [admin@woodley.gov.uk](mailto:admin@woodley.gov.uk) | | | |