

WESTBURY TOWN COUNCIL GRANT AID APPLICATION FORM

2018



You can complete this form using Word or if you prefer you can print the form and fill out using black ink. Also, there is a PDF version of this form suitable for printing available on our website. A paper version is available from Westbury Town Council office. If you have difficulty completing this form, please call the council offices on 01373 822232 and a member of staff will assist you.

Organisation Name	
Correspondence Address	
Email Address	
Web Site	
Contact Name	
Contact Phone	Landline _____ / Mobile _____
Date of application	
Preferred Contact Method	E-mail <input type="checkbox"/> Phone <input type="checkbox"/> Post <input type="checkbox"/>
Type of Organisation	Unincorporated Association (Club): Ltd Company : Registered Charity: CIO: LLP (delete as applicable) Other (state): If Charity, Ltd or LLP please state registration number:

Year of formation	
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What does your organisation do?	
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Registered for VAT?	<input type="checkbox"/> Vat Number
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If your organisation is part of, or affiliated to, any national organisation, please give details? Include details of recent expenditure / activity in Westbury	
Where does your organisation meet?	
Are you affiliated to a political party or pressure group?	<input type="checkbox"/> Name of Party:
Are you part of a religious organisation?	<input type="checkbox"/> Name of Organisation

Does your organisation have a bank account which requires two signatures or dual key authorisation for e-banking? Benefitted	Yes/No Bank: Account Name: (to which any grant cheque will be payable) Sort Code: Account: Number of Signatories:

Briefly describe the project or purpose for which you require a grant and how the project or purpose will benefit the residents of Westbury	
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Do you intend to use this Grant Aid to make a grant to other parties?	Choose yes or no.
Approximately, how many people do you expect to benefit from this project?	

Please provide an approximate breakdown of those likely to benefit:

Age Group	In Westbury	Outside Westbury
0 – 25		
26 – 49		
50 and over		
TOTAL		

How do you think your application matches the Town Council's Grant Aid Policy?	
Reaches disadvantaged groups? Please specify if any	<input type="checkbox"/>
The grant will support funding from other organisations Please give details of supporting funding	<input type="checkbox"/>
Groups reached that are not helped by other organisations?	
What identified needs does your proposal address?	
Have you received a Town Council grant previously?	

When do you intend your project to start?	
How will you measure the success of your project?	

What is the total cost of the project for which you are seeking a grant?	£
What size of grant are you seeking?	£
If you are not applying for the full amount, please specify from where the remaining funds will come.	
Please give details of your organisation's own fund-raising efforts	
Have you applied for, or do you plan to apply for a grant in respect of this project to any other organisation (including Local Authorities)? Enter details (if any, in that table below) including any money promised but not yet received.	Choose Yes or No.

Other Grants Applications for this project:			
Organisation	Purpose	Successful?	Amount Received
		Choose Yes or No	£
		Choose Yes or No	£
		Choose Yes or No	£
		Choose Yes or No	£

<p>Please add any supplementary information in support of your application. (List additional literature, leaflets or recent annual reports etc. enclosed with the application)</p>	
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DECLARATION

I declare that:

I have read and accepted the Guidance Notes and Conditions of Funding and have answered all questions fully and truthfully. I also declare that any grant made will be used solely for the purpose outlined in this application.

Westbury Town Council will be recognised on any materials produced and in any form of publicity as result of this grant.

I understand that:

Westbury Town Council reserves the right to request a list of names and addresses of members of your organisation.

Any materials produced, made, originated, developed or arising out of the provision of the grant are to be made available for use by the Town Council if requested.

Westbury Town Council may ask for additional information at any stage of the application process. I will be required to submit details showing how the grant funding was used. Westbury Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified.

The application form and supporting information will be copied and placed on the public agenda for Town Council meetings. Personal data that has been supplied will not be disclosed and will be held by Westbury Town Council in accordance with the Data Protection Act.

Name:		Position:	
Signature:		Date:	

PLEASE READ THIS PRIOR TO COMPLETING YOUR APPLICATION

To avoid the Town Council making inappropriate grants of public funds it is a requirement that the following documents MUST accompany your application.

1. A copy of your organisation's CONSTITUTION (if any)
2. Copies of your organisation's recent financial records. For larger organisations, this would include audited or independently examined accounts and balance sheet, together with up to date **STATEMENTS** of all current and investment account balances held by the group if the accounts are for a period ending more than six months prior to the application date. (Independent checks can be carried out by anyone not associated with your organisation. The accounts then need to be signed and dated by that person).
3. In the case of a newly formed organisation, a **BUDGET and BUSINESS PLAN** must be submitted.

Equality & Anti-Discrimination

The Town Council is committed to operating within an equal opportunities framework. If you are a newly formed group, you may want to use the following equal opportunities statement until you develop your own.

This group/project is committed to working in a way which values and treats all people with respect & dignity, and celebrates diversity. The group/project, through its practices, will ensure that no member, service-user, employee, volunteer, job applicant will receive less favourable treatment or suffer unlawful discrimination on the ground of age, colour, impairment, marital status, lifestyle and culture, nationality, race, gender or sexuality, or on the grounds of economic or social status.

APPLICATION CHECK LIST

The following checklist has been prepared to assist you in completing your Grant Application Form. Applicants are advised to read the list below before submitting the completed application form.

Have you completed <u>ALL</u> sections of the form? <i>(If you are unable to complete any part of the form, please indicate why in a supporting statement, or write 'not applicable' where appropriate).</i>	<input type="checkbox"/>
Does your application set out how your Organisation meets the requirements for a grant award from Westbury Town Council (see Grant Aid Policy)?	<input type="checkbox"/>
Have you enclosed your Organisation's latest set of accounts and constitution? (where appropriate)	<input type="checkbox"/>
Have you signed the statement on the last page of your application form to certify that all the details are correct?	<input type="checkbox"/>
Have you read and understood the terms and conditions for applying for the grant?	
If in the future Westbury Town Council wish to publicise some of the work your group does, do you consent to the use of your groups name etc	

Please return your application form with the documents as listed as soon as possible & for arrival before 29/6/18

When completed, this form together with supporting documents should be sent to:

Westbury Town Council (Grants)
The Laverton
Bratton Road
Westbury,
Wiltshire BA13 3EN

grants@WestburyTownCouncil.gov.uk

Please note you will be required to provide the Town Council with details of how the Town Council grant funding has been spent should you be successful in your application.; this may include permission to use photographs.