



Wolverton & Greenleys Town Council

Town Hall, Creed Street, Wolverton, Milton Keynes MK12 5LY

Phone: 01908 326800 Fax: 01908 326801

Email: office@wolvertonandgreenleystowncouncil.gov.uk

VAT no 811 9984 04



GRANT APPLICATION

The Town Council funding scheme supports organisations, projects and events within the parish.

Please read the following notes. It is important to complete the application form carefully. Incorrect or incomplete forms will not be accepted. The Full Council considers grant applications at each monthly Full Council meeting. It is important to apply in advance of your event or project, as retrospective applications will not be considered.

Please refer to our website which has a checklist on what to include when organising an event.

What will we fund?

- One-off projects, such as building or renovation work.
- Projects where a good cross section of the community will benefit.
- Seed funding for a project that will not require funding in future years.
- Innovative projects that without some grant money are unlikely to be successful.
- Materials, artists fees, venue hire, supplies, equipment, capital works, transport costs, printing and photocopy costs, insurance, activities.

In most cases organisations will be expected to raise some of the project cost themselves.

What will we not fund?

- Staff costs and salaries
- Profitable organisations or privately-owned companies, CIC's or Limited Companies
- Retrospective projects
- Activities or projects outside the parish area
- Funding towards an individual or a project that only benefits an individual
- General running costs

The application must be completed in full and include (Please tick the boxes which are applicable and are attached to support your application):

- Governing documents (Constitution, Memorandum of Articles of Association)
- General Data Protection Regulation Policy
- Child Protection Policy or Vulnerable Adult Policy (if applicable)
- Latest annual financial statement
- Copy of a bank statement, with corresponding Bank Reconciliation
- Copies of written estimates or catalogue pages if you want a grant for equipment or capital items
- Three quotes for any expenditure if any one item exceeds £200, excluding artists where one quote with a supporting statement will suffice

Applicants are invited to have an informal discussion with our Community Engagement and Projects Officer prior to completing the form. If you have any doubts, please contact them and they will be pleased to help you.



ORGANISATION DETAILS

Name of organisation _____

Do you have a committee? _____

How is the organisation constituted? _____

Date started _____

Registration Number _____

Number of Members _____

How many live in the parish? _____

When and where do they meet? _____

Please state briefly the aims of the organisation _____

CONTACT DETAILS

Name: _____

Position in Organisation: _____

Correspondence Address: _____

Telephone Number(s) _____

Email Address: _____

SINGLE APPLICANT

Name of applicant: _____

Address: _____

Contact number: _____

Email Address: _____

Must be banked in the bank account designed for the organisation or project

BANK DETAILS

Bank	
Name on Account	
Branch	
Sort Code	
Account number	



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Project Title

Start Date of Project:

Anticipated End Date:

Purpose of Grant

Maximum 500 words

(What is the activity or project)?

Who will benefit from this project and how?

Maximum 500 words

(Who will be involved or invited)?

Have you run a similar event before? **YES/NO**

Equal opportunities: Please describe how your activities are accessible to all sections of the community:

(How will this activity or project be promoted and where)?

Amount of Grant Requested



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FINANCIAL DETAILS

Income from fees, donations, fund-raising etc

What other funding have you applied for?

How were the funds obtained/awarded?
E.g fund raised or through grants

Has this been approved?

Yes/No

Full breakdown of expenditure:

(Items and services that you need to pay from the grant fund).

Total Expenditure

**Total
Income**

**Total
Deficit**

**(Expenditure
Income less)**

This will normally be
the amount of grant
requested.

**All awarded grant
payments are**

made on receipt of proof of expenditure via bank transfer.

Please use the space below to provide any other additional
that you wish the Full Council to consider when making
decision. Please continue a separate sheet if necessary.

information
their



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STANDARD CONDITIONS

1. On approval of the grant a formal letter will be sent to the applicant.
2. The funding awarded will only be provided for purposes stated in your application and will not be available for any other purpose, this will be paid retrospectively on receipt of the end of grant report.
3. A written end of grant report should be submitted to the Town Council after the event activity has taken place explaining the use of the grant and costs covered by it, and before the 6-month period outlined in your formal approval letter. Any problems with submitting within the above time frame must be explained at the time of submitting this application. No other application from you will be considered until the report is received.
4. Payment for grants will be made in arrears of expenditure. Invoices can also be paid directly to the supplier (retrospectively) on receipt of invoices addressed to Wolverton and Greenleys Town Council.
5. All your publicity for the event/project must acknowledge the financial support received from Town Council. Copies of such publicity should be sent to Town Council for our records. You can download our logo from our website under services.
6. The Town Council may publicise the amount of funding awarded to your project or organisation in the Wolverton & Greenleys Newsletter or elsewhere.
7. The organisation, community group or single applicant must ensure that adequate insurance is obtained for the project/event.
8. The grant must be used, end of grant report must be received, and administrative time must be considered so payment can be made within six months of the approval date, as per your letter. Otherwise the funds will automatically lapse, and there may not be enough funds in the financial year for a fresh application to be considered. If you cannot meet the criteria, contact the Community Officer as an explanation must be included with the application.
9. The applicant is responsible for organising the project/event and must ensure that all licenses and health and safety requirements have been completed and obtained prior to the event/project. Check our website for further guidance.
10. Provision of refreshment at your event should avoid the use of glass drinking vessels. Bottles should be decanted into plastic containers. Members of the public shall be discouraged from bringing their own glass into the event area. As an event organiser it is your responsibility for all waste management including the disposal of glass and other litter. Following completion of the event, a litter sweep should be conducted by the organisers.
11. The council grant offers financial support to the applicant. No council staff time is included in this financial support and must be paid additionally by the applicant, if required. If council staff time is required it is recommended that this is detailed in the application. Costs can be supplied by the town council. If not requested in this application the council will be unable to assist.
12. Any equipment hired from the town council will be subject to the same terms detailed in the Equipment Hire booking form. Staff time to deliver, collect and erect equipment must be paid for and a booking form must be completed separately to this application to book the equipment. If not requested in this application the council will be unable to assist.

The council reserves the right to refuse payment if the grant is not fulfilled in accordance with what was awarded.



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DECLARATIONS

I confirm that to the best of my knowledge the information that I have included in this application is complete and correct, the budget represents a true cost or our nearest estimate, and the proposed project could not take place without the financial assistance requested. By signing this form, you agree to your details to be held for a period of 6 years by Wolverton and Greenleys Town Council. Bank details provided will be shared with the council's bank account in order to make payment. Details of all grants provided are listed for public information on our website to copy with transparency laws applicable to local councils.

On behalf (name of project, organisation or single applicant)

I (name) _____

Position held in organisation (if applicable) _____

Accept the above conditions in respect of the grant made by Wolverton & Greenleys Town Council.

Signed _____

Date _____