

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



SMALL GRANT APPLICATION- up to £1000

Thank you for requesting our Small Grant Application Form.

The Town Council supports organisations, projects and events in Wolverton, Greenleys, Hodge Lea, Stacey Bushes and Stone Bridge, that help foster the social, sporting and cultural life of the parish by providing small grants. We welcome applications on behalf of all sections of the community.

Please read the following notes carefully. It is important to complete the application form carefully. Incorrect or incomplete forms are likely to be delayed. The Full Council considers grant applications. It is important to apply in plenty of time as retrospective applications will not be considered.

The Council will **not** award grants for:

- Routine operating costs
- Projects which will only benefit one individual

Examples of projects that the Council will fund are:

- 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.

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

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

The form must be completed as fully as possible and appropriate financial information provided. Not all questions may be appropriate to your organisation.

Thank you for your interest, we look forward to working with you.

ORGANISATION DETAILS

Name of organisation

Do you have a committee and how is the organisation constituted?

Date started in Wolverton & Greenleys

Number of Members

How many live in the parish?

When and where does it meet?

Please state briefly the aims of the organisation and include your constitution if you have one

CONTACT DETAILS

Name:

Position in Organisation:

Correspondence Address:

Telephone Number(s)

Email Address:

Project Title

Please describe briefly the purpose of the project

Purpose of Grant

Who will benefit from this project and how?

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

Amount of Grant Requested

FINANCIAL DETAILS

Income from fees, donations, fund-raising etc

What other funding have you applied for?

If so how much and who from?

Has this been approved?

Yes/No

Amount

Expenditure: rent, heating, repairs etc

Expenditure: Staff and other running costs

Other expenditure (please specify)

Total Expenditure

Total Income

Total Deficit (Expenditure Income less)

This will normally be the amount of grant requested.

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

Please provide the income and expenditure accounts for this event and describe below how this event went.

All payments are made by cheque. Please provide the payee name which you would like the cheque to be made out to.

Please use the space below to provide any other additional information that you wish the committee to take into account when making its decision. Please continue on a separate sheet if necessary.

ACCEPTANCE OF FUNDING

The award is made subject to your agreement to the standard conditions below.

To accept, please complete the agreement and send one signed copy to us with the application, and keep one for your own records.

STANDARD CONDITIONS

1. You use the award only for purposes stated in your application and not for any other purpose. If you wish to use the award, or part of it, to any other purpose, you must write to Wolverton and Greenleys Town Council first, detailing the proposed new use and seeking written permission to go ahead.
2. On approval of the grant a formal letter is sent to the applicant. Payment for grants will be made in arrears or advance at the Full Town Council discretion.
3. The Town Council reserves the right to recall a grant not used for the purposes or within the conditions stated.
4. You acknowledge in your publicity, the financial support received from Town Council and you send copies of such publicity to Town Council for information.
5. Within a year of receiving the grant, you will be expected to make a written report to Town Council explaining the use of the grant and costs covered by it. No other application from you will be considered until the report is received.
6. You invite Town Council representatives to visit the project or related function.
7. The Town Council may publicise the amount of funding awarded to your project or organisation in the Wolverton & Greenleys Newsletter or elsewhere.
8. You understand that in making an award Wolverton and Greenleys Town Council is not to be taken as assuming or accepting any responsibility or liability of any kind whatsoever towards any person or persons in respect of any matter or thing arising out of or incidental to the execution of the work you have undertaken.
9. For applicants not yet ready to begin project: If the award is not used within six months of the date of the offer letter, the award will automatically lapse and you will need to make a fresh application.
10. The Town Council may need to satisfy itself that the funds have been spent as applied for. You undertake to provide proof of expenditure within three months of expenditure, invoices and bank statements on request.
11. In the event that the project does not proceed/the organization discontinues operating, ownership of all equipment/remaining resources purchased using the awarded money will revert to Wolverton & Greenleys Town Council.

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.

On behalf (name of project or organisation)

I (name) _____

Position held in organisation _____

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

I confirm that the report will be provided to the Town Council by _____

Signed _____

Date _____