



Wolverton & Greenleys Town Council

Serving the communities of Wolverton, Greenleys, Old Wolverton, Wolverton Mill, Stonebridge, Hodge Lea and Stacey Bushes.

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

Direct Line: 01908 326800 Email: office@wolvertonandgreenleystowncouncil.gov.uk

WGTC Grant Application Form 2023

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 as incorrect or incomplete forms will not be accepted. 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.

What We Will 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 We Won't 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 remove the lines which are not applicable to 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 the 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.



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Organisation Details

Name of organisation:

Do you have a committee? Yes/No

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 briefly state the aims of the organisation.

1.

2.

3.

4.

5.

Contact Details

Name:

Position in organisation:

Correspondence address:

Telephone number(s):

Email address:



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Bank Details

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

Bank name:

Name on account:

Branch:

Sort code:

Account number:

Activity/Project Information

Project title:

Start date of project:

Anticipated end date of project:

Please give some information on the activity or project:

What is the purpose of this grant? (maximum 500 words)

Who will benefit from this project and how? (maximum 500 words)

Have you run a similar event before? Yes/No

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



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Financial Details

Amount of grant requested:

Income from fees, donations, fundraising etc:

What other funding have you applied for?

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

Has this been approved? Yes/No

Full breakdown of expenditure, including items and services that you need to pay from the grant fund.

Total expenditure:

Total income:

Total deficit (expenditure less income):

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 provide any other additional information that you wish the Full Council to consider when making their decision.



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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 contact us for a copy of our logo
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 six 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