

**CALNE TOWN COUNCIL
APPLICATION FOR GRANTS**

CONTACT DETAILS

Name of Group/Individual

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Address

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Post Code:

E-mail:

Fax:

Tel No:

Contact Person:

Title (Miss/Mrs/Ms/Mr)

First Name:

Surname:

Position held in Group:

AIMS AND PURPOSE OF YOUR COMMUNITY GROUP

Charity Registration Number

	If you are not a registered charity you must enclose a copy of your constitution
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What does your community group do and where does your funding come from?

Please supply a copy of your latest audited accounts.

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How many people are in your group?

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ABOUT YOUR PROJECT/ACTIVITY

Project Title

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Briefly describe your project/activity so we know how our grant would be used

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How many people living in Calne will benefit from this project/activity? Details of the number of members of your group that are from Calne would be most helpful.

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If the request is for Concessionary use of the Town Hall, please give details of which room would be required, the date, time and anticipated number of people that you expect will attend the event.

Please give an indication of the amount of grant applying for:

DECLARATION

If a grant is awarded, please state who the cheque should be made payable to:

We are authorised to submit this application on behalf of the group and certify that the information enclosed is correct. We understand that there is no appeal procedure should this application be rejected. If Calne Town Council give a grant we agree to use it only for the purpose given and according to any conditions specified

Signed: Position held in Group:

Name (In Capitals):

Completed application forms should be returned to:-

Calne Town Council
Bank House
The Strand
Calne
Wiltshire
SN11 0EN

For Office Use Only

Previous Grant Awarded/Not Awarded Date:..... Amount:

Score Against Criteria :

GUIDELINES/CRITERIA FOR APPLICATIONS TO CALNE TOWN COUNCIL FOR GRANTS AND DONATIONS

- The Policy and Resources Committee, at which applications are discussed, will meet five times in any financial year.
- Applications must be received three weeks prior to the appropriate meeting (dates available upon request).
- An organization may only make one application for a grant in each financial year.
- The organisation must be non-profit making.
- Grants are not made retrospectively.
- The organisation must be one that in some way benefits the local community and there must be an indication of what percentage of members/beneficiaries are residents of Calne (please see application form).
- The organisation must demonstrate a clear need for financial support.
- * Organisations applying will need to provide a set of audited accounts for the previous financial year.
- Organisations just starting up must submit basic financial information.
- The Committee would appreciate feedback on the success of any venture sponsored by the Town Council.
- In the event of a project/scheme/ venture not proceeding the donation should be returned to the Town Council for redistribution to another organisation.
- If a donation is granted to an organisation the Town Council would wish to receive public recognition of their support.
- The organisation will receive notice of the outcome of their application within three weeks of the meeting having taken place.
- The Town Council will request a receipt from the organisation for any donation

GRANT APPLICATIONS ARE ASSESSED ON THE FOLLOWING CRITERIA

General Criteria

1. Have public appeal or particular appeal to local residents.
2. Free Access or accessible by all sections of the community.
3. Assist local projects.
4. Make best use of Town Council facilities (e.g Town Hall) or underused facilities.
5. Where the benefit remains in the community.
6. Which add to or improve existing facilities.
7. Which offer partnership with other organisations.

Financial Criteria for Applications

1. The grant support will make a real difference to the proposal.
2. Efforts to generate income from other sources.
3. Details of other funding plus accounts, current finances for the organisation.

Conditions of Grant Support

1. Clear indication of aims.
2. Proof of how the money was spent.
3. Proof of fulfilling the Town Council's policy criteria.