

Completing Your Application Form

Do not worry if you cannot complete all sections of the form. We have designed the form to cover a wide range of applicants, from large organisations with paid staff to small groups of individuals with a “good idea” and recognise that many of these will be not be able to provide some of the information requested on the form.

If you need to use additional sheets to complete any section, please use white paper, size A4, to facilitate copying.

You are strongly advised to complete the checklist on the last page and keep a copy for your own records.

We will be happy to help you complete your application. If you need assistance with any section, or just want to ask us further questions before submitting the form, please contact the Clerk to the Council or the Finance Officer, on 01473 788248 or email shotleypc@btinternet.com

If you are a formally constituted organisation, remember to enclose a copy of your governing documents and accounts. If not, ensure that you have presented your idea clearly and given enough detail for us to thoroughly understand what you are trying to do.

The form is designed with the following in mind:

Section A It is sometimes the case that an application is from a widely dispersed group or organisation, where a local representative is leading the project. We simply need to know who you are, and how we should contact you if we need to discuss your application in more detail.

Section B We are seeking enough information to allow us some insight into the workings of your group. Do not worry about fine points of distinction between categories of member, if you have them; we simply need to form a vision of your group and how it goes about its work.

Section C We need to form a clear picture of the organisation, project or service that you are planning. We will look for a close relationship with our own policy (*See the first section of these Guidance Notes*) wherever possible, and evidence of sensible planning and research.

Always remember that the money we award is public money and we must ensure that it will be spent wisely.

The Parish Council, at its discretion and where permitted, may choose to purchase the goods and donate them to the organisation, rather than issue a cash grant. This may be beneficial where the Parish Council has access to government purchasing contracts.

We must also ensure that in giving a grant we are not acting outside our statutory powers. We may decide that your application deserves an award, but be unable to give any money immediately, in which case we need to understand clearly how the project will run and may suggest that you re-submit your application at a later date.

We will use the information you provide in this section to gain assurance that the project is viable, will be adequately managed and that you have planned sensibly to achieve your aims. Do not worry about precise details (unless the plan is very simple), we are looking for an overall impression of the elements of your scheme and how you have approached the issue of funding.

Section D If you are able to provide formal documents and details then you must do so. If you are a small or informal group, then you should attempt to show clearly how you ensure proper control of your financial affairs.

Section E We must be assured that the application is made with the approval of your organisation, if you are formally structured. If you are a small, informal, group this can be addressed with a simple written statement from the parties involved.

Section F We hope that completing the form will not be too difficult but do expect some effort to provide the information we require. If you have all the details “at your fingertips” and have already taken appropriate copies of supporting documents *etc.* then we estimate that the form can be completed in 30 – 45 minutes or so. Please let us know of any sections which you found unclear, or any improvements we might make to assist future applicants.

This is a binding agreement, which will apply in the event that your application is successful. Please read it carefully, and do not sign Section E unless you understand the terms and are prepared to accept them fully.

Section G Please take a moment to go through this checklist and tick to confirm that the required information and supporting documentation has been provided.

Shotley Parish Council

Funding Application – Over £2.500

Please write clearly in dark ink, or type.

Section A: Contact details

1. Name and address of your organisation

2. Any other name you use or name of your project if this is different

3. Main contact for this application

This must be someone who knows about your project and can be contacted during office hours. This is normally the person completing the form.

Title: _____ First name: _____ Surname: _____

4. Position held in the organisation

5. Contact address, including full postcode

6. This address is: (tick one box only)

Your organisation's office The main contact's home address Other (please specify):

Email address: _____

Telephone: (Day) _____ (Eve.) _____

Section B: About your organisation

7. What type of organisation are you? (tick all boxes that apply)

Community group/club/society: Company limited by guarantee: Registered Charity:

Registration number: _____

Other: (please describe)

8. When did your group start? When did it first start meeting or running activities or projects?

Month / Year: ____ / ____

9. Briefly describe the purpose of your organisation.

Describe the usual activities/services you provide. If you are a new group, describe what you plan to provide. If you have a written constitution, you must enclose a copy with this application.

10. If you are a branch of, or related to, a larger organisation, please give details.

11. How many people (approximately) are involved in your organisation locally?

Management committee members: _____ Volunteers: _____ Paid officers/staff: _____

12. Do you have a "Friends" society or similar supporters group? Yes No

If Yes, how many members does it have? _____

13. Please tick/complete if your group has any of the following:

Public liability insurance Maximum Cover: (£) _____

Other insurance (specify) Maximum Cover: (£) _____

Name(s) of governing or affiliated body(ies):

Section C: About your Project or Service

14. Describe the project or service. Does it have a working title? What does it aim to achieve? How will it work? Please enclose any supporting documents, plans, projections etc.

15. Please tell us how you think this matches the policy of Shotley Parish Council Grant Scheme (Please refer to guidance notes.)

16. How have you identified the need for this project?

17. When do you intend your project or service to start?

Month / Year: ____ / ____

18. Approximately how many people do you expect to benefit directly from your project?

Age group	Resident in the Parish	Resident outside the Parish
Children & Young People (< 18)		
Over 60's		
Other age groups		
Total		

19. Will any special needs or minority groups benefit? (Please describe)

20. How will you measure the success of your project?

21. What experience does your organisation, or individual members, have of running this type of project?

22. Tell us the cost for your project and give a breakdown of what the money is for.

We need this information to assess your application thoroughly. If you have a project budget, or have received estimates/quotations, please enclose copies.

Item or Activity	Estimated Cost
Total Cost	

23. Have you sought funding from any other source? Yes No

Organisation	Amount requested	Successful? Yes/No, or Waiting Decision	Conditions Attached
Total			

24a. How much of your organisation's money will be used for this project?

£ _____

24b. How much money are you asking the Parish Council to grant?

£ _____

25. Please give any additional information that you think may be helpful:

Section D: Your financial details

If your organisation is **less than one year old**, do not complete section 29 below, but instead please send us a financial projection or other information on which you have based your planning. Please state clearly any assumptions upon which you have relied when making projections. Then go to section E.

26. Your bank or building society account details.

Bank/Building Society Name: _____

Bank/Building Society Address: _____

Branch Sort Code: _____

Account number or Building Society roll number: _____

Account Name: _____

27. Please provide the following summary details from your most recent annual audited accounts.

Accounts Year ending: _____

Total (gross income)	£ _____
Minus total expenditure	£ _____
Equals loss/profit for the year	£ _____
Savings (reserves, cash or investments)	£ _____

PLEASE ENCLOSE A COPY OF YOUR FINAL AUDITED ACCOUNTS FOR THE PAST TWO YEARS, WHICH COVER ALL OF YOUR ORGANISATIONS ACTIVITIES.

and

A COPY OF ANY FINANCIAL CONTROL PROCEDURES, OR SIMILAR DOCUMENT

Section E: Authority and Application

28. Declaration and Signature of Applicant This must be signed by the person who completed this application, normally the person named as main contact in section A

- a) I confirm that, to the best of my knowledge and belief, all the information in this application form is true and correct.
- b) I understand that you may ask for additional information at any stage of the application process.
- c) I am authorised to act for the organisation in making this application for financial assistance.
- d) I enclose a copy of the resolution or other form of authorisation for this application.
- e) I have read the Agreement detailed in Section G and agree to the terms.

Signature: _____ Date: _____

Name: (please print) _____

Contact details (if different from those given in Section A):

29. Please give details of the senior member of your organisation.

For example, this may be the Chair, Vice-Chair, Secretary, Treasurer, Chief Executive or Director.

If this is the person who has completed and signed above, please tick here

Title: _____ First name: _____ Surname: _____

Position held in the organisation

Contact address, including postcode

Email Address: _____

Telephone: (Day) _____ **(Eve)** _____

Section F: Agreement

I confirm that the organisation named on the front of the application form has authorised me to sign this agreement on their behalf. I certify that the information given in this application is true to the best of my knowledge, and confirm that all enclosures are current, accurate and adopted or approved by the organisation. If this application is successful, in full or in part, the organisation will keep to the following terms and conditions. I understand that this is an agreement between the organisation and Shotley Parish Council, which is legally binding, under the laws of England.

We understand and agree to the following: *We will deliver the commissioned project or service as set out in this application. We will not make any major change to the commissioned project or service without first receiving Shotley Parish Council's written agreement. We will not sell or dispose of any equipment or other assets which we have purchased in connection with this project or service without the Parish Council's written agreement. If we sell any equipment or assets, we may have to pay the Parish Council all or part of the money we received for them. The amount we repay will be in direct proportion to the share of the project or service cost represented by the Parish Council's grant. We will comply with all relevant legislation applicable to the way we carry out our project or service. We will acknowledge the Parish Council's grant in our Annual Report, our Chairman's or Secretary's report at our AGM, our accounts which cover the period of the grant and in any publicity materials we produce about the project or service. We will supply copies of these documents to the Parish Council if requested. We will show the grant in a separate line in our annual accounts, detailed as a „restricted funds“ and will not include it under general funds. The Parish Council may use our name and the name of our project or service in its own publicity materials. We will inform the Parish Council of any situation where confidentiality is a particular issue. We will monitor the success of the project or service and report to the Parish Council if requested. We understand that the Parish Council will not increase the grant and that monitoring and control of the project or service expenditure is our responsibility. We will keep all financial records and accounts, including receipts for items bought. We will make these available to the Parish Council on request. The Parish Council may hold back payment or ask us to repay, in whole or in part, in the following circumstances:*

- If we fail to keep to this agreement in any way:*
- If the application form was completed dishonestly or the supporting documents gave false or misleading information;*
- If the organisation closes down, becomes insolvent, goes into administration, receivership or liquidation, or makes an arrangement with creditors;*

If our organisation closes down, we will not sell or dispose of any equipment or assets without first receiving the Parish Council's written agreement.

If we have bought any equipment or assets with the grant, these terms and conditions will apply until the end of the normal expected working life of the assets.

Any payment made prior to the completion of a project will be recovered if the project does not reach completion.

Section G: Checklist

- We have read and understood all the guidance notes
- We have fully completed all the sections of the application unless otherwise directed.
- We have enclosed all the relevant documents/ information we need to send:
- (As applicable):
 - Constitution/Governing documents
 - Accounts for past two years
 - Project profile
 - Copy of Resolution or authority to make application
- Other relevant material
- The main contact named has signed the declaration
- A senior person, with the authority to do so, has signed the agreement
- We have made a copy of this application to keep for our reference.

Please return your completed application form and supporting papers to us at:

Shotley Parish Clerk and Responsible Financial Officer

Mrs Dina Bedwell
22 Great Harlings
Shotley Gate
Ipswich
Suffolk
IP9 1NY

If you need any assistance with any part of the application, please

Telephone: 01473 788248 or e-mail: shotleypc@btinternet.com