

Community Grant Application Form

This scheme provides community grants up to the value of £1000 and is determined by the Finance & Policy Committee meeting (This committee meets on a monthly basis)

CONTACT DETAILS	
Name of organisation:	
Address of organisation:	
Postcode:	
Address for correspondence (if different from above)	
Name of Applicant:	
Position:	
Telephone Number:	
Email Address:	
Website:	
Facebook:	
Twitter:	
ABOUT YOUR ORGANISATION	
What type of organisation are you?	Voluntary, Community or Faith Sector Organisation <input type="checkbox"/> Registered Charity <input type="checkbox"/> Social Enterprise <input type="checkbox"/> Community Interest Company <input type="checkbox"/> Not-for-Profit Community Business <input type="checkbox"/> Community Amateur Sports Club <input type="checkbox"/> Unregistered Community Group <input type="checkbox"/> Club <input type="checkbox"/> Society <input type="checkbox"/>
If not listed above, please state type of organisation:	
What is your registered number? (If you have one)	

Please provide a short background and history of your organisation in Daventry.

**Please tell us about your organisation, its aims and the work you undertake.
(in less than 200 words)**

**Who benefits from the activities of your organisation?
(in less than 200 words)**

Which other organisations do you work with locally to deliver and publicise your activities? (in less than 200 words)

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DETAILS OF FUNDING REQUESTED

What is your project/event called?

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**How will your project benefit the local community within the Daventry town boundary?
What advantages will it bring to Daventry?
(in less than 200 words)**

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**What evidence do you have that the project/event is needed?
(in less than 200 words)**

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If applicable, how many people within the Daventry Town boundary will benefit from your project/event?	
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How does this project/event meet Daventry Town Council's community grant policy? (in less than 200 words)
**** Please read the policy on funding and support before completing this section ****

FINANCIAL ASSESSMENT

Total estimated cost of project/event	£
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Please provide a breakdown of the total cost of your project/event
 (Continue on a separate sheet if necessary)

Funding of project/event
 (Please indicate how your organisation plans to fund the project/event)

Grant requested from Daventry Town Council	£
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Funds immediately available from your organisation	£
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Funds you have applied for from other organisations	£
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If you have applied to other organisations for funding, please provide details.
 (please complete all relevant boxes)

To whom applied	Date Applied	Amount Requested	Awaiting Decision	Amount Received	Date Received
		£		£	
		£		£	
		£		£	
		£		£	
		£		£	
		£		£	

Funds that you intend to raise yourself	£
Please provide details of how you intend to raise any shortfall	
Please detail any non-financial information 'in-kind' support you have for your project/event. (This would include time given by volunteers, donations of goods/services etc)	
Do you have suitable public liability insurance to cover your project/event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has your organisation previously applied for grant funding from Daventry Town Council?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, when did you apply?	
If you were successful, please briefly explain what was funded.	
ADDITIONAL INFORMATION	
Please provide any information relating to your project that you believe the Town Council should be aware of. Please also provide an explanation of any expenditure that you feel is not self-explanatory. Please also provide an explanation of any expenditure that is for consultancy.	

DATA PROTECTION STATEMENT

Your details will be kept securely by Daventry Town Council under the terms of the Data Protection Act and Freedom of Information Act 2000

DTC must protect public funds and may use personal information and data-matching techniques to detect and prevent fraud, and ensure public money is targeted and spent in the most appropriate and cost-effective way. In order to achieve this, information may be shared with other bodies responsible for auditing or administering public funds including the Audit Commission, the Department for Work and Pensions, other local authorities, HM Revenue and Customs, and the Police. We might use personal information provided by you in order to conduct appropriate identity checks. If you provide false or inaccurate information in your application or at any point in the life of any funding we award you and fraud is identified, we will actively seek recovery of the awarded grant funding, and will provide details to fraud prevention agencies, to prevent fraud and money laundering.

The information provided on this application will be held on a database and used to provide information to officers and members of the Town Council.

Organisations are asked to agree to allow its details to be used in the Town Council’s website, publications and other materials. Do you agree for your organisation’s details to be included? (Please note that personal and financial details will not be published.)

Please select as applicable

Yes No

Declaration:

I hereby declare that I am authorised to make this application on behalf of the organisation and that the information provided is true and accurate. If the Information in the application changes, I will inform Daventry Town Council as soon as possible.

I understand that Daventry Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified.

Name:	Position:
Signature: (or print name if returning by email)	Date:

Checklist

Please enclose the following documentation with your application. Applications will only be processed once all the relevant information has been received.

Latest annual accounts <input type="checkbox"/>	Governing document <input type="checkbox"/> (if applicable)	Copy of bank statements less than three months old <input type="checkbox"/>
Policy document <input type="checkbox"/> (if applicable)	Copies of written estimates <input type="checkbox"/>	

Please send your completed application preferably by email to

rfo@daventrytowncouncil.gov.uk

or by post to:-

Community Grants, Daventry Town Council, 3 New Street, Daventry, Northants, NN11 4BT

Please ensure you keep a copy of this application form for your own records.