

KEYNSHAM TOWN COUNCIL GRANT APPLICATION FORM



A APPLICATION SUMMARY

Name of organisation

This should be the name of the person/organisation you wish cheques to be made payable to.

If you would prefer to receive your payment via BACS please fill in your bank details

Name of bank account

Account number

Sort code

Address of organisation

Name of contact

Telephone

Email

Fax

Address of contact (if different from above)

Reason for application – brief project/event/item description:

Amount requested from Keynsham Town Council

Total project/event/item cost (if applicable)

If you are a **membership organisation**, please provide the following details:

Membership

Number of adult members

Number of junior members

Number of members resident in the town of Keynsham

Number of adult members

Number of junior members

Do you charge for membership?

Yes

No

If yes, please supply details of the membership scheme and charges applicable:

What is the main purpose of your organisation?

What activities are available for members?

Is the organisation restricted in any way? If yes, please provide details:

Is your organisation affiliated to any national or local organisation e.g. Sports Council? If yes, please provide details:

How many people in Keynsham do you estimate will benefit from your project/event/item?

(if applicable)

Please indicate the age range of the beneficiaries of any award – e.g. children/youth/adult/senior citizens

to

C THE PROJECT/EVENT/ITEM

Description of project/event/item

What are the aims of the project/event/item?

If the application is for an annual or recurring local event, please answer the following questions:

(i) For how many years has the event run?

(ii) What was the estimated attendance at: last event next event

(iii) What was achieved at the last event, which you consider to have been of benefit to the Town?

Date that you propose to commence the project or hold the event:

What is the proposed duration of the project/event?

If the project is land or property related, what is the nature of the interest to be acquired or already held? (If leasehold, please give the length of the lease and date of termination)

Is planning consent required?

Yes

No

If yes, what is the status of your application?

Not yet submitted

Submitted but not determined

Granted

If planning consent has been granted, are any conditions attached?

Yes

No

If yes, please provide details

Is your building listed?

Yes

No

If yes, have you received the appropriate building consent?

Yes

No

Estimated total cost

£

Please detail the components of your project/event/item(s) i.e. your budget or costings (submit on a separate sheet if necessary)

Expenditure	£
Total	

Contribution from National Lottery

ARTS	£
HERITAGE	£
SPORTS	£
CHARITIES	£
MILLENNIUM	£
Total National Lottery	

Contribution from other organisations - please specify

	£
	£
	£
Total other organisations	

Self funding

CONTRIBUTION FROM FUND RAISING EVENTS	£
CONTRIBUTION FROM YOUR OWN RESOURCES	£
Total self funding	

Is your organisation registered for VAT?

Yes No

Does the estimated total cost of the project/event/item include payments in kind? E.g. free labour, materials etc?

Yes No

If yes, please provide details below i.e. assumed number of hours x hourly rates etc.

Total value assumed	£

F SUPPORTING STATEMENT

Why do you think the Town Council should support this application? Please note that you are required to demonstrate a benefit to some or all of the town's residents. (All applicants to complete – please continue in section G if necessary)

Additional information/comments

[Empty box for additional information/comments]

Please note that the Town Council will take account of Best Value, its obligation to promote racial equality, its statutory powers and accounting requirements in reaching its decision. The following information (where applicable) is therefore required from all applicants for financial assistance (before the application can be placed before the Grants Committee). Information may be provided on a separate sheet if necessary.

Have you provided a copy of your organisation's CONSTITUTION? (You may dispense with this requirement if you have submitted a copy in previous years and there have been no changes made since.) **Yes** **N/A**

Have you enclosed a copy of your latest audited or independently examined accounts? **Yes** **N/A**

If you have ticked Not Applicable, please explain why. Failure to enclose copies of accounts may cause your application to be delayed or rejected.

Have you enclosed a copy of your latest bank/building society/other investment accounts statements? **Yes** **N/A**

If you have ticked Not Applicable, please explain why. Failure to enclose copies of account statements may cause your application to be delayed or rejected.

Have you enclosed a copy of conveyance/letting agreement/lease? **Yes** **No** **N/A**

Have you enclosed a copy of written permission from the owner of any premises involved? **Yes** **No** **N/A**

Have you enclosed copies of cover notes/summaries for all relevant insurances? **Yes** **No** **N/A**

Have you enclosed evidence of any secured funding or application for any other funding? **Yes** **No** **N/A**

Please confirm that statutory obligations under the Human Rights Act have been considered. **Yes**

Please confirm that statutory obligations under the Disability Discrimination Act have been considered. **Yes**

Please confirm that you have considered all health and safety issues for this project/event/item and carried out risk assessments for all relevant areas.

Yes N/A

Please confirm that you have considered the environmental effects of this project (e.g. carbon emissions, waste etc.) and give details

Yes N/A

The Town Council has an obligation under s.17 of the Crime and Disorder Act to consider the impact of all its functions, activities and decisions on crime and disorder in its area. What implications will your project have for this requirement and how in particular will it assist the Town Council to meet its obligations?

Grants are normally given conditionally on the organisation's agreement 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)

Yes

Grants are normally given conditionally on the organisation's public acknowledgment of the Town Council's assistance. How do you intend to do this? (Please note that you may be required to provide copies of relevant publicity materials).

Our organisation agrees to adopt and follow the ethos of a single use plastics policy (sample policy template attached) and where possible limit the use of single use plastic based products in its activities.

Yes

I certify that the above information and the contents of the attached documents are correct at the time of applying. I understand that if any of the information is subsequently found to be incorrect this may lead to the organisation being disqualified from consideration and/or the withdrawal of any grant awarded. I agree to my organisation being bound by the eligibility criteria and any conditions set by the Town Council.

I hereby declare that I have the authority to submit this application on behalf of the organisation detailed above .

Signed _____ Date _____

Name (block capitals) _____

Status (e.g. Chairperson, Secretary) _____

Please note: 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.

Your application **may be submitted by fax or email** but you will be asked to sign it before any approved funding may be released. Remember that completed applications and supporting information **must be received** by the Town Council no later than **Noon on Friday 10th May 2019**

Please return your completed form and supporting documents to:

Dawn Drury
Deputy Town Clerk
Keynsham Town Council
15 – 17 Temple Street
Keynsham
Bristol BS31 1HF

Fax: **0117 9866359**

Email: **deputytownclerk@keynsham-tc.gov.uk**

If you need anymore information please call **0117 9868683**

APPLICATION CHECKLIST

The following Check List may assist you in completing your Grant Application Form. Applicants are advised to read through the list below before submitting their completed forms.

- ▶ Have you completed ALL sections of the form? (If you are unable to complete any part of the form, please indicate why in your supporting statement, or write 'not applicable' where appropriate).
- ▶ Does your application set out how you meet the requirements of the 'eligibility criteria'?
- ▶ Have you signed the declaration and certification on page 10 of your application form to certify that all the details are correct?
- ▶ Does your application explain how Keynsham residents would benefit from any grant awarded to your organisation?
- ▶ Is your grant application within the £1,000 limit?
- ▶ Have you enclosed your Organisation's latest set of accounts and constitution? (If you are unable to provide these for any reason, you **MUST** indicate why in your supporting statement. If you have provided a copy of the Constitution in previous years, and there have been no changes, you may dispense with this requirement.)
- ▶ If you wish to give any verbal supplementary information (not included in your written application) in support of your grant application you may do so by attending the meeting of the Grants Committee on Tuesday 4th June 2019 at 7.30 p.m. (in the Town Council office). One person from each organisation may speak for not more than two minutes and written notice of an intention to speak at the grants meeting should be given to the Deputy Town Clerk at least 4 clear days before the meeting.
- ▶ **Successful applicants will be expected to attend the grants presentation evening to give a brief description of their organisation and the grants purpose. This will enable them to raise their profile and encourage networking with other Keynsham groups.**

Please return your form as soon as possible and **NO LATER THAN 12 NOON, FRIDAY 10th MAY 2019 - late applications will not be considered.**