

# Biddulph Town Council



## GRANT APPLICATION FORM 2018/19

**Please complete these details about your group**

1 Name of Group: .....

Address for correspondence: .....

.....

.....

Name of main contact: .....

Phone/fax No: ..... email: .....

2 What type of Group or Organisation are you? (*Tick as many boxes as appropriate*)

Voluntary or Community  School (voluntary, e.g. PTFA)  Business

Other: .....

How many individuals are paid? ..... voluntary? .....

3 If you are a registered charity, fill in your registration number .....

4 When was your group established? .....

5 What was your group set up to do? What are the main aims of the group? .....

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6 Has your group applied for a Town Council Grant before? Yes  No

# Guidelines and Accompanying Notes

Please read these notes carefully before completing the application form. This should be read in conjunction with the Grants Policy on [www.biddulph.co.uk](http://www.biddulph.co.uk) or available on request.

1. Grant applications will normally only be considered from groups and organisations within the area administered by Biddulph Town Council. All grants applications are considered through its Finance Committee. The beneficiaries of any grant must be centred on Biddulph or should be of benefit to a high percentage of Biddulph residents. Be prepared that evidence may be requested.
2. The Town Council reserves the right not to make grants to certain types of organisation and is unable to award funding to assist with publicity. Neither the Town Council nor the Finance Committee will enter into any correspondence regarding any decision made by the Finance Committee.
3. Applicants should attempt to meet expenses from other sources and provide evidence to that effect if requested. (Other sources might include District and County Councils, parent organisations if the applicant is the branch of a larger organisation, or national bodies such as the Sports Council, Charitable Trusts, Robbie Williams Give it Sum, or the National Lottery).
4. Retrospective grants will not normally be considered.
5. Any grant will be made for a single application only. Long-term or dependent grants will need to be re-submitted on an annual basis.
6. Monetary limits for all grants will normally be £30 minimum and £2000 as a maximum. Larger amounts may be considered in exceptional circumstances.
7. All applications must include any appropriate plans, drawings, or other relevant information to enable the application to be accurately assessed. **This must include a current set of independently examined/audited accounts (a copy of a bank statement is not sufficient).**
8. The Town Council reserves the right to verify the details supplied in the application. If false information is given, the Town Council may refuse your application outright.
9. **The Finance Committee reserves the right to monitor the application and use of any grant aid and may withhold, withdraw, or recover the grant, if the operation for which the grant is awarded ceases, or its aims and objectives vary to the extent that the application would not have been eligible for consideration at the time of application. Any misuse of grant aid funds will result in appropriate legal action.**
10. Where an organisation receives a grant it shall be on the condition that members of the Town Council's Finance Committee may visit its premises, site of the project and/or event if appropriate and may request sight of receipts or other proof of expenditure.
11. The applicant must specifically acknowledge the contribution made by Biddulph Town Council when arranging promotional activity or literature relating to the application.
12. Any awarded grant must be spent in this financial year ie by 31 March 2019, unless a written application for an extension is made to the Finance Committee by 1 March 2019. In this event an alternative date may be specified by which the expenditure must be made. If any grant aid is not spent as stated on the application, or not spent by the specified date, the grant must be returned in full to Biddulph Town Council.
13. An evaluation must be provided to Biddulph Town Council within 4 weeks of the completion of the project; to provide evidence that the benefits and outputs have been achieved. Failure to complete the evaluation form may render the organisation ineligible for grant funding the following year.
14. **The Finance Committee will consider requests for grants annually in June. Late applications will not be considered.**
15. Only one application from any organisation per year will be considered. Preference may be given to those organisations which have not received prior funding from Biddulph Town Council.

**Please complete these details about the Grant you are applying for:**

7 Amount requested .....

Cheque made payable to: .....

*The group must have its own bank account, which requires two unrelated people to authorise cheques and make withdrawals.*

8 When is the money needed? .....

9 What would you use the money for? *(Please give as much detail as possible to help your application)*

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10 Who would benefit from the grant and how? (include how many in group, age of members- e.g. retirement, school age, toddlers)

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11 Who would be responsible for accounting for any money given?

Name: .....

Position in the Group or Organisation: .....

Does this Grant Application have the support of your Group? .....

12 Have you applied for a grant from anywhere else?

Details (including what activities additional grants will fund):

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13 Supporting information (include why the Town Council should consider your application, are there any risks if funding is not granted, etc.)

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14 If you received a grant from Biddulph Town Council last year, please specify how the grant was spent.

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15 Provide a summary from all your accounts

Are the figures below:

information from the latest accounts approved by your organisation?

**or**

a projection because your organisation has been running less than 15 months?

Account year ending:

Total income for the year:

Total expenditure for the year:

Surplus or deficit at the year-end:

Total savings or reserves at the year-end:

Have your accounts been independently examined? Please include these with your application form

Yes  No

Signature of Applicant: ..... Date: .....

Please return this completed application form by **5pm on Friday 11 May 2018.**

**Late applications will not be considered.**



Biddulph Town Council  
Town Hall, High Street, Biddulph, Staffordshire Moorlands ST8 6AR

*Please reply to the Chief Officer*  
Tel: 01782 297845 Fax: 01782 297846  
e-mail: [biddulph@staffordshire.gov.uk](mailto:biddulph@staffordshire.gov.uk)

[www.biddulph.co.uk](http://www.biddulph.co.uk)

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