

# Councillors' Community Grants Fund



## Application Form 2020-21

Please read the accompanying Guidance Notes before completing Part One of this Application Form.

Please make sure you answer all questions; incomplete forms cannot be processed. For help please see the Guidance Notes or contact the Town Council for more information.

When you have completed Part One of this Application Form please return it to your Town Councillor who will complete Part Two.

Once your Town Councillor has completed Part Two, they will return the Application Form to the Town Council for final approval and a recommendation will be put to Town Council. This can take up to 6 weeks to complete.

Payment will be made by cheque.

**Applications can be submitted any time between Monday 10 August 2020 and Friday 29 January 2021.**

Please aim to return your form to your Town Councillor before mid-January 2020 at the latest to make sure they have time to complete Part Two. Please note that each Town Councillor can access £250 per year; they may have supported a number of projects

For more information, please call Sarah Haydon, Chief Officer Biddulph Town Council, 01782 297845 [biddulph@staffordshire.gov.uk](mailto:biddulph@staffordshire.gov.uk)

**PART ONE: To be completed by the organisation/ group applying for the grant**

<b>ABOUT YOUR PROJECT OR ACTIVITY</b>	
<b>Name of the organisation/ group applying for a grant:</b>	
<b>Please describe the project or activity:</b>	
<b>How many local people (volunteers) help to organise this activity?</b>	
<b>How much funding is requested?</b>	
<b>What will the funding be spent on?</b>	
<b>How many people will benefit from this activity?</b>	
<b>How will people benefit from this activity?</b>	
<b>When will the activity take place?</b>	

## ABOUT YOUR GROUP OR ORGANISATION

<b>Contact person:</b>	
<b>Contact address and postcode:</b>	
<b>Tel:</b>	
<b>E-mail:</b>	
<b>Does the group/ organisation have a formal set of rules/ statement of purpose?</b> If yes, please enclose a copy with the application form.	YES                      NO
<b>Are you a registered charity?</b> If yes, please include the charity number	YES                      NO  Number:
<b>Are you governed by membership of another organisation?</b> If yes, please include the name	YES                      NO  Name:
<b>Payment Details</b>	Please state who the payment is to be made payable to:  _____

## DECLARATION

- I apply for grant aid on behalf of the organisation named above.
- I declare that I have read and understood the guidelines enclosed with this form.
- I declare that the information provided on this form is complete and true and accurate.
- I agree that if successful both I and the organisation I represent will abide by the conditions under which grants are made, and that a grant made by the Council will be repaid if the organisation is found to be in breach of conditions applied to the grant.
- I agree to complete an evaluation form of my project or event, and return this to the Town Council by the stipulated deadline.

**Signed**..... **Name (print)**.....

**Position**..... **Date**.....

**PART TWO: to be completed by the Town Councillor(s)**

<b>COUNCILLOR(S) SUPPORT (to be completed by the Town Councillor(s))</b>	
<b>Name of group or organisation:</b>	
<b>Name of project or activity:</b>	
<b>Name(s) of Councillor(s) supporting this bid:</b>	
<b>Ward Name:</b>	
<b>How much would you like to contribute?</b> If more than one Councillor would like to support this project, please confirm the <b>COMBINED TOTAL AMOUNT</b> that you would like to award.	
<b>Please declare any interests you have in this project or activity:</b>	
<b>How have you engaged with the organisation?</b>	
All Councillors supporting this application need to sign.  Please date your signature.	<b>Signature(s):</b>  <b>DATE:</b>