

Horwich Town Council



Application Form for Larger Grants (Over £500)

Simple steps to completing your application.

Steps 1, 2, 3, 4 & 5 must be completed by all applicants. Please tick boxes as you progress.

STEP 1 **Read the Conditions of Grant information attached.**

STEP 2 **Fill in pages 2 to 7 of the form to give information about your organisation, the grant you are applying for and your bank account details.**

STEP 3 **Gather enclosure documents and fill in the checklist below.**

Enclosures' checklist

To ensure that the Council can consider your application please tick box to show what you have enclosed. Your application will not be considered if you fail to enclose/complete the items shown in bold type.

- e) **A copy of your group's last month's bank statement**
- a) **Last audited financial statement (income and expenditure for a period of one year signed and certified by an independent third party. New organisations should give an estimate of their first year's income and expenditure OR**
- b) **Interim financial statement up to time of application, if other than end of Financial year signed by the Treasurer.**
- c) **A copy of your Constitution (required for groups applying for the first time) OR**
- d) **confirmation that your Constitution has not changed since submission of your last application.**

STEP 4 **Fill in the declaration below**

Declaration *Name of Organisation*

On behalf of

I undertake to ensure that all the necessary enclosures are included, that the information is, to the best of my knowledge accurate and that this application complies with Horwich Town Council's conditions of grant.

Signature:

Print Name:

Position in Organisation:

Date:

STEP 5 Send form and enclosures to: the Town Clerk, Horwich Town Council, Horwich Community Centre, Beaumont Road, Horwich, Bolton BL6 7BG or email to townclerk@horwich.gov.uk

STEP 2 Your Organisation

<p>1. Please give the name of your organisation and the address for correspondence.</p>
<p>Name of organisation</p>
<p>Address</p> <p>Postcode</p> <p>Email</p>
<p>2. Please give the name, address, telephone number and position in the organisation of the main contact person,</p>
<p>Name</p>
<p>Position in organisation</p>
<p>Address</p> <p>Postcode</p> <p>Email Tel no</p>
<p>3. How many members does your organisation/group have?</p>
<p>4. What is the usual attendance at your organisation's meetings or events?</p>
<p>5. When and where does your organisation meet?</p>
<p>6. What geographical area does your organisation cover?</p>
<p>7. Who can become a member of your organisation? Please note that it is a condition of grant that organisations supported by the Council are open to all. If your organisation excludes anyone, please say who is excluded and why</p>

8. *Please tell us how your organisation is managed (For example, volunteers, paid staff):*

9. *What are the main aims and objectives of your organisation:*

10. *If your organisation is a registered charity, please provide your registration number:*

The Grant

11. *Please tell us what the grant is to be used for, with a breakdown of your project/event, date, outlining the objectives, benefits, and how its success will be measured (continue on a separate sheet if necessary:)*

12. Please specify who will benefit from the grant:
 Age range:

 Number of residents of the Horwich parish:

13. Total cost of project (Please also provide an approximate breakdown of costs)	£
14. Please show total contributions from any other organisations and also provide the name of any other organisations who will contribute	£
15. Will your organisation be contributing to the cost, if 'yes' please specify how much?	£
16. Please specify total amount of grant requested from the Council	£

17. Please provide details of any grants received from Horwich Town Council within the last 24 months.

Date received: _____ Amount of grant: _____

18. Please tell us of any advice you have taken or plan to take in the development or implementation of the project with regard to risk assessment?

RISK MANAGEMENT ASSURANCE STATEMENT

The Council cannot assume the role of an insurance advisor or broker. It is the applicant's responsibility to ensure that the risk(s) arising from the planned activity/activities is/are adequately assessed and that an appropriate level of insurance protection is arranged.

Please complete the following declaration that you are satisfied that the risks have been considered and insurance cover arranged

RISK MANAGEMENT ASSURANCE DECLARATION

Signature

Print name:

Position in Organisation:

Date:

Your Bank Details

19. Please provide details of your organisation's main bank account:

Name and address of Bank:

Name of bank account:

Account No.

Sort Code:

20. Please provide details of any other bank or building society accounts your organisation holds:

Name and address of Bank:

Name of bank account:

Account No.

Sort Code:

21. Please specify how your group will spend the funds currently shown in the bank statement submitted with this application:

Conditions of Grant

The following conditions apply to all Horwich Town Council grants to voluntary organisations:

1. The Council will only consider one application per group in each financial year except in exceptional circumstances. Grant monies must be expended within a period (not normally exceeding 12 months) from the date of approval, unless the nature of the project or any other circumstances warrant the payment over a longer period. Where this is the case applicants should request an extension of the period of the grant and indicate the reasons for the request. No guarantee can be given that any request for extension of the period will be granted. A progress report will normally be requested within six months from the date of approval.
2. If the costs actually incurred in any project are less than the amount approved, the remainder of the grant must be returned to the Council.
3. If actual expenditure exceeds the amount of grant, only the amount approved will be paid. The applicant may choose either to meet the balance or make a supplementary application for grant, however there is no guarantee that this will be approved.
4. You must use the grant for exactly the project you applied for. In the event of the stated outcome not being achieved or the grant is used for another purpose you will have to repay the grant to the Council
5. Grants will be made wholly to the group making the application and expended in accordance with grant conditions.
6. If the project is one that involves and is dependent upon contribution from another body or bodies, payment of the grant will not be made until the Council is satisfied that such contributions are forthcoming.
7. Grants will not be awarded retrospectively.
8. The Council may require you to give due recognition of the Council's contribution in all publicity material.
9. All financial records in connection with any project that receives grant aid from the Council must be available for inspection if required by an Officer of the Council or by the Council's Internal and External Auditors.
10. The organisation must be one that in some way benefits the local community and is non-profit making. Grants will not be awarded to individuals.
11. The Council welcomes applications from religious organisations that want to carry out work in the community, but the Council does not fund projects or activities:
 - that are designed primarily to promote religion itself
 - where people must take part in religious services in order to benefit
12. Organisations must not be party political and no grants shall be expended by the recipient organisation in a manner which would result in any payment being made for any purpose to any political party or any separate body subsidiary to, or otherwise associated with any political party.