



Stony Stratford Town Council

### **APPLICATION FOR FUNDING UP TO £750**

Thank you for requesting a funding application form for smaller grants.

The Town Council supports organisations, projects and events that provide a real benefit to the parish.

We welcome applications on behalf of all sections of the community.

Please read the following notes carefully. It is important to complete the application form carefully as incorrect or incomplete forms are likely to cause delays. The Finance and General Purposes Committee considers grant applications up to £750. The committee meets five times a year and dates of these meetings are published on the Town Council's website. It is important to apply in plenty of time as retrospective applications will not be considered.

In the case of an emergency, an application may be considered by the Full Council but this will only be done at the discretion of either the Town Clerk or the Chairman of the Council.

Applicants are invited to have an informal discussion with the Town Clerk prior to completing the form. If you have any doubts please contact him – he will be pleased to help.

The Town Council will only make one grant award to each organisation in any financial year.

Thank you for your interest, we look forward to working with you.

**Please complete the form as fully as possible. Not all questions may be appropriate to your organisation. Please ensure that appropriate financial information is provided.**

**ORGANISATION DETAILS**

Name of organisation \_\_\_\_\_

How is the organisation constituted? \_\_\_\_\_

Date started in Stony Stratford \_\_\_\_\_

Number of Members \_\_\_\_\_

How many of these live in Stony Stratford? \_\_\_\_\_

When and where does it meet? \_\_\_\_\_

Please state briefly the aims of the organisation \_\_\_\_\_

**CONTACT DETAILS**

Name: \_\_\_\_\_

Position in Organisation: \_\_\_\_\_

Correspondence Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone Number(s) \_\_\_\_\_

Email Address: \_\_\_\_\_

**Project Title** \_\_\_\_\_

Please describe briefly the purpose of the project \_\_\_\_\_

Purpose of Grant \_\_\_\_\_

Who will benefit from this project and how? \_\_\_\_\_

Equal Opportunities. Please describe how your activities are accessible to all sections of the community?

\_\_\_\_\_

Amount of Grant Requested \_\_\_\_\_

Has this application been approved by your committee **YES/NO**

Please give date of meeting \_\_\_\_\_

Are minutes of this meeting available? **YES/NO**

If "YES" please enclose a copy.

**FINANCIAL DETAILS**

**Organisation/Event Total Budget (best Estimate)**

Income from fees, donations, fund-raising etc

Have you applied for any other funding?

Source \_\_\_\_\_

Has this been approved? **Yes/No**

Amount \_\_\_\_\_

**Total Project/Organisation Income**

**Total Deficit (Budget less Other Income).**

This will normally be the amount of grant requested.

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Have you run a similar event before? **YES/NO**

If yes please provide relevant financial information.

If this application is on behalf of an organisation please supply a copy of most recent annual accounts. Failure to do so may result in your application being delayed or declined.

Bank Account Name of Bank:

Branch:

Sort Code:

Account Number:


This information will be used to make payment by BACS Credit. If payment is made by cheque please give details of payee

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Please use the space below to provide any other additional information that you wish the committee to take into account when making its decision. Please continue on a separate sheet if necessary.

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**DECLARATIONS**

I confirm that to the best of my knowledge the information that I have included in this application is complete and correct, the budget represents a true cost or our nearest estimate, and the proposed project could not take place without the financial assistance requested.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Position in organisation \_\_\_\_\_

## ACCEPTANCE OF FUNDING

Any award is made subject to your agreement to the standard conditions below.

To accept, please complete the agreement and send one signed copy to us with the application, and keep one for your own records.

## STANDARD CONDITIONS

1. You use the award only for purposes stated in your application and not for any other purpose. If you wish to use the award, or part of it, for any other purpose, you must write to Stony Stratford Town Council first, detailing the proposed new use and seeking written permission to go ahead.
2. On approval of the grant a formal letter is sent to the applicant. Payment for grants will be made in arrears or advance at the committee's discretion.

*Town Council reserves the right to recall a grant not used for the purposes or within the conditions stated.*

3. You acknowledge in your publicity, the financial support received from the Town Council and you send copies of such publicity to the Town Council for information.
4. Within a year of receiving the grant, you will be expected to make a written report to the Town Council explaining the use of the grant and costs covered by it. No other application from you will be considered until the report is received. A report in the form of an article for the Town Crier, the Council's newsletter, is preferred
5. You invite Town Council representatives to visit the project or related function.
6. The Town Council will publicise the amount of funding awarded to your project or organisation in the Town Crier or elsewhere.
7. You understand that in making an award Stony Stratford Town Council is not to be taken as assuming or accepting any responsibility or liability of any kind whatsoever towards any person or persons in respect of any matter or thing arising out of or incidental to the execution of the work you have undertaken.
8. *For applicants not yet ready to begin their project:* If the award is not used within six months of the date of the offer letter, the award will automatically lapse and you will need to make a fresh application.
9. The Town Council may need to satisfy itself that the funds have been spent as applied for. You undertake to provide proof of expenditure, invoices and bank statements on request.

On behalf (name of project or organisation)

I (name) \_\_\_\_\_

(Position held in organisation) \_\_\_\_\_

accept the above conditions in respect of the award made by Stony Stratford Town Council.

I confirm that the report will be provided to the Town Council by \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_



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