



Application for grant aid from

MELTHAM TOWN COUNCIL COMMUNITY PROJECTS FUND

Make sure you complete all questions on the main application form, and the supplementary sheets required by some of the schemes.

You can apply for grants from more than one scheme for the same project, but you must complete separate forms for each grant as the applications will be assessed by different council services.

If you need any assistance please ring the contact on the letter contained with your grant pack.

Section A – About your organisation

A1 Your organisation:

Name of organisation: _____

Address (include postcode): _____

Organisation contact: _____

Telephone number: _____ Fax number: _____

Website address: _____

Email address: _____

Are you happy for these details (including the organisation contact) to be used by:

- Meltham Town Council in community publications and websites to inform the public of your activities – YES NO
- Meltham Town Council and our partner agencies to send you information on other funding and training opportunities or other activities that support the local voluntary groups – YES NO
- The local media to promote your project – YES NO

If yes can you please give the name and daytime contact number for your press contact, if you have one.

Name: _____

Contact Number: _____

A2	Please give a brief description of your organisation

A3	Which wards or areas of Kirklees does the organisation operate?
<input checked="" type="checkbox"/> Please tick	
<input type="checkbox"/> Specific Ward ward name _____	Wider areas <input type="checkbox"/> Yorkshire region <input type="checkbox"/> All of Kirklees <input type="checkbox"/> North Kirklees <input type="checkbox"/> South Kirklees <input type="checkbox"/> Rural areas <input type="checkbox"/> Other _____
<input type="checkbox"/> Specific town or village name _____	

A4	Who is dealing with this application?
Name: _____	
Correspondence address (if different from the main organisation address): _____ _____	
Position in organisation: _____	
Daytime telephone number: _____	
Evening telephone number: _____	
Mobile Telephone Number: _____	
Email address: _____	
Fax Number: _____	

A5	Parent Organisation (if applicable)
Name: _____	
Correspondence address (if different from the main organisation address): _____ _____	
Position in organisation: _____	
Daytime telephone number: _____	
Mobile Telephone Number: _____	
Email address: _____	
Fax Number: _____	

A6	What is the legal status of your organisation? You must submit a recent signed copy of the documents used to govern your organisation (e.g. constitutions, articles of memorandum).
<input checked="" type="checkbox"/> Please tick that apply	
Community group or society	<input type="checkbox"/>
Registered charity	<input type="checkbox"/> Number: _____
Company limited by guarantee	<input type="checkbox"/> Number: _____
Voluntary sports club	<input type="checkbox"/>
Community amateur sports club	<input type="checkbox"/> Number: _____
School	<input type="checkbox"/>
Religious organisation	<input type="checkbox"/>
Public sector organisation	<input type="checkbox"/>
Vat Registered	<input type="checkbox"/> Vat No: _____
Other	<input type="checkbox"/> _____

A7	When was your group formed? _____ (date)
	When was the constitution adopted? _____ (date)

A8	Organisation accounts	
<p>All organisations are required to send full recent accounts with every application. If your group is new a copy of your most recent bank statement or evidence of a bank account should be enclosed.</p>		
What is the period that your accounts last covered?	1 st _____ to end _____ (month) (month)	
What was the total income of your organisation during the last financial year?	Total Income: _____	
What was the total expenditure of your organisation during the last financial year?	Total Expenditure: _____	
Loss or surplus for year (income minus expenditure):	Loss or surplus (+/-) _____	
How much money remained at the end of the last financial year? (called reserves)	Reserves: _____	
Are any of these reserves 'restricted' or set aside for a specific purpose?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
If YES, how much, and for what purpose?	Amount: _____ Purpose: _____	

A9	Does your organisation have adequate insurance to undertake the proposed activity?	
<p><input checked="" type="checkbox"/> Please tick</p>		
Public Liability <input type="checkbox"/>	Employers Liability <input type="checkbox"/>	
Buildings Insurance <input type="checkbox"/>	Other _____	
Contents Insurance <input type="checkbox"/>	<p>All organisations are required to check that their insurance certificates are up to date</p>	

A10	Bank or building society account details
<p>Note: If you use another organisation's account for holding purposes they must fill in this section and sign the box in the final approval section (D) and submit a copy of their constitution and accounts.</p>	
Name of account: _____	
Bank or building society name: _____	
Sort code: _____	
Account number: _____	
Building society roll number: _____	
How many people must sign each cheque or withdrawal from this account? _____	

Section B – About your project

B1	Project Title	
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B2	Describe the activity / work you plan to use this grant for
<p>(Please continue on a separate sheet if necessary. Please also ensure you include copies of any plans, maps, drawings and work programmes.)</p>	

B3	How do you know there is a need for this? What difference will it make?
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B4	When will the activity / work start and end (estimate if unsure)?		
	Start: (Month/year)		End: (Month/year)

B5	How will those taking part help design and evaluate the project?
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B6	Which wards or areas of Kirklees will benefit from the project?
<input checked="" type="checkbox"/> Please tick	Wider areas
<input type="checkbox"/> Specific Ward	<input type="checkbox"/> Yorkshire region
ward name _____	<input type="checkbox"/> All of Kirklees
	<input type="checkbox"/> North Kirklees
<input type="checkbox"/> Specific town or village	<input type="checkbox"/> South Kirklees
name _____	<input type="checkbox"/> Rural areas
	<input type="checkbox"/> Other _____

B7	Management of the project
For activities involving children or vulnerable adults:	
Have you got policies and procedures in place to protect children and/or vulnerable adults?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have Criminal Record Bureau checks been carried out?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are staff or volunteers qualified?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, give details: _____	
Activities involving land or buildings	
Who owns the land or building? _____	
Has the owner given permission for the work?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is planning permission required? <input type="checkbox"/> YES <input type="checkbox"/> NO	Obtained? <input type="checkbox"/> YES <input type="checkbox"/> NO
Is Building Control compliance and inspection required?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Will the project need to get permission from Licensing and/or Highways Control?	<input type="checkbox"/> YES <input type="checkbox"/> NO
All organisations are required to send copies of such permissions documentation.	

B8	How will you evaluate the success of your project, both during and after the project is completed?

B9.1	Project budget Use this table to give a detailed breakdown of the project costs and which parts you want the grant to fund.	What are the total costs?	How much of this cost will be met by this grant award?
Use this column to detail any calculations		Cost £	Cost £
Building costs			
Equipment			
Insurance			
Publicity and promotion			
Running costs and overheads			
Salary costs (£ per year X no. of weeks)			
Sessional workers (Cost/hour X no. of hours)			
Training costs			
Transport			
Venue hire or rent			
Volunteer expenses			
Other costs - please specify			
Totals			

B9.2	Is your organisation putting any money into this project?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, how much?		

B9.3	Please give details of other funding applications made for this project				
Funding source	Tick relevant box				Amount
	Applied? Please include expected date of decision <i>Date</i>	Secured?	Rejected?		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

B9.4	Details of any income not already mentioned (such as sales, entrance fees, sponsorship)	
Source	Amount	

B9.5	In-kind support	
Give details of any paid staff or voluntary labour contribution from within your group		
Contribution	Estimated value in £	
For instance - volunteer manual labour – equivalent of 10 days at £75 a day	£750.00	
List any other in-kind support and include donation of materials, tools, equipment, use of premises, paid staff time etc.		
Contribution	Estimated value in £	

B10	What are your future funding plans for this particular activity?	
		<input checked="" type="checkbox"/> Please tick
No further funding needed		<input type="checkbox"/>
Own fund-raising		<input type="checkbox"/>
Further application to council grant scheme		<input type="checkbox"/>
Which one? _____		
Application to other funding organisations		<input type="checkbox"/>
Other: _____		

B11	Name any council or other agency workers who are helping this project		
Name		Organisation	
Name		Organisation	

B12	Please explain how you will ensure your project is open and accessible to all the community, and how you will promote equal opportunities

Section C – Monitoring

We need this information to ensure we offer services to all sections of the community in an open and accessible manner. It will be used to assess whether or not we are complying with equalities legislation and the Kirklees Council Equality and Diversity Policy.

C1	How many people are involved with running the project?	Number
	Management committee, trustees and directors	
	Other volunteers	
	Paid staff	
	Members	

C2	Please estimate how many people will directly benefit from the project activity	

C3	Please estimate how many of these people are in the following categories:			
		Number		Number
	Ethnic minorities		Older people (60+)	
	People with physical or learning disabilities; or sensory impairments		People on low income	
	Females		People with mental health issues	
	Lesbian, gay or bisexual		Refugees and Asylum Seekers	
	Local residents		Young people and Children	
	Males		Carers	
Ethnicity		Number		Number
White:	British		Asian:	Bangladeshi
	Irish			Indian
	European			Pakistani
	Other			Asian Other
Black:	Caribbean		Mixed:	White/Black Caribbean
	African			White/Asian
	Black Other			White/Black African
Chinese:				Mixed Other
Any other ethnic group: (please specify)				

Section D – Approvals

D1	For groups without a bank account
<p>I agree that my organisation will act as fund-holder for a grant awarded to the group named in this application. I confirm that the money will be held as restricted funds for the purpose stated in this application form.</p> <p>Signed: _____ Date: _____</p> <p>Name of organisation: _____</p> <p>Position: _____</p>	

D2	Contact details of an independent referee
<p>Name: _____ Job title: _____</p> <p>Address: _____ Council service (if applicable) _____</p> <p>Telephone number: _____ Email address: _____</p> <p>I confirm that I know the group and its work. I will not be directly involved in the delivery of this project or benefit from any of its activities. I have read the application form and I understand what the grant will be used for. I am willing to be contacted to discuss this application further if necessary.</p> <p>Signed: _____ Date: _____</p>	

D3	Declaration and authorisation by the organisation making the application		
<p>Two people must sign this declaration (they cannot be members of the same family or household), and at least one person must be an officer of the management committee for your organisation.</p> <p>We certify that we have read the completed application and confirm that all information and supporting documentation provided is true, accurate and up to date. We understand that we need to inform the relevant grant provider immediately if there are any significant changes to any of the information we have provided.</p> <p>Please note: A grant may not be given if the information in the application or supporting documentation is misleading or inaccurate.</p>			
Signed (1)	Name (please print)	Position in group	Date
Signed (2)	Name (please print)	Position in group	Date

Data Protection Act 1998: The information you give is necessary for project management, development and audit and will be used for those purposes only. It may also be shared with other council services and partners for the stated purposes. More information is available from the Data Protection Officer, EDP Resources, 2nd Floor, and Oldgate House, HD1 6QW.

Freedom of Information Act 2000: The Council is a “Public Authority” within the meaning of the Freedom of Information Act 2000 (“the Act”) and therefore any request for information held by the Council or another person or body holding information on the Council’s behalf (for example, a Contractor) must be dealt with in accordance with the Act.

As part of its duties and responsibilities under the Act, the Council may disclose information relating to the Organisation’s business, and this grant application to any person or body making a request. The Council may also publish all or some of that information or the contract in its Publication Scheme required under the Act. For example, this could include (without limitation) grant conditions, financial information, specifications and working methods. Any request for disclosure of the material will be examined in the light of the exemptions contained in the Act and/or the “Public Interest Test”.

Final Check List

Your application will not be assessed until full details are received. Please ensure you follow this checklist:

Application Form

- Don’t leave any questions blank – please state if they do not apply to your application
- Complete any supplementary forms required by the grant scheme you are applying to
- Check that your project meets the grant scheme criteria (ring the contact officer if you are not sure)
- Make sure you have not requested more than the maximum level of funding available

Approvals

- Two people from your organisation have signed the approval section
- An independent referee has read the application and signed the approval section
- The organisation holding the funds for your project has completed the section on bank details and signed the approval section

Other documents

- Full, accurate and approved accounts have been enclosed. If your group is new a copy of your most recent bank statement or evidence of a bank account should be enclosed together with a projected income and expenditure list for the next 12 months. This will also help us verify your organisations bank details.
- Copies of your governing documents are enclosed (constitution or similar)
- Other documents required by individual schemes have been supplied, relating to land and buildings.
- Copies of relevant documentation that will support this application, for example business plans, building plans, schemes of works and location maps