



MELTHAM TOWN COUNCIL

COMMUNITY PROJECTS FUND (Larger Grants)

APPLICATION FORM

- This scheme can support projects that:
 - involve capital expenditure only (i.e to buy assets either new or the significant refurbishment of existing assets)
 - will benefit the local community,
 - have a long-term effect and
 - are environmentally acceptable
- The minimum grant application is £2,000.00, and the maximum is £10,000.00 in any two years – the total award is restricted **to 50%** of the total costs (unless there are exceptional circumstances)
- The grant applicant must be present when their application is being discussed, or it will be deferred to a later meeting.

Please note that this application will be held in a public discussion at the next available Full Council meeting, any financially sensitive information will be discussed in private. If you wish to present your case for grant approval, you will be required to do so during the 15-minute public question time at the beginning of the meeting. When your item is being discussed please do not interject unless Council have asked you a question.

Applicant's details

Name of organisation	
Organisation address (include postcode)	
Website address of organisation	
Contact name of person dealing with the application	
Position in organisation	
Contact address for correspondence if different from organisation above	
Home Telephone No.	
Mobile No.	
Email address	
Please provide a brief description of the organisation applying for the grant	
Please describe the status of your organisation e.g.,	

community group, registered charity, school, not for profit group	
For registered charities / companies etc. please provide registration number	

**YOU MUST SUBMIT A RECENT SIGNED COPY OF THE
DOCUMENTS USED TO GOVERN YOUR ORGANISATION E.G.
CONSTITUTION, ARTICLES ETC. WITH YOUR APPLICATION**

Project Details

Project Title	
This is a capital grants scheme – is your project a capital project? i.e. to buy assets either new or the significant refurbishment of existing assets. Our smaller grants scheme covers revenue grants i.e. where there is no lasting asset and could include funding e.g. to put on events/activities or a contribution towards the running costs of an organisation	
Please describe the project you plan to use this grant for Include copies of any plans, maps, drawings	

etc. to support your application	
How do you know there is a need for this project?	
Please explain how the project will be wholly or principally for the benefit of the residents of Meltham, Wilshaw and Helme?	
What detail and evidence can you provide to show that the project will have a positive impact on the Meltham Township Community?	
When will the project work start and end (estimate if unsure)?	
How will you evaluate the success of your project?	
Please explain how the project is sustainable (i.e., how it can be managed long term)	
Please explain the long-term impacts of this project	
Please explain how you will ensure that your project is inclusive and accessible to all sections of the community	

including those with protected characteristics under the law You may find this guide produced by the National Lottery helpful	
Please explain how this project benefits the environment?	
Will the project go ahead without this grant?	

PLEASE INCLUDE COPIES OF ANY PLANS, MAPS, DRAWINGS OR OTHER RELEVANT INFORMATION TO SUPPORT YOUR APPLICATION

Project Financial information

What are the total capital costs of the whole project?	
Provide a detailed breakdown of the total project costs	
What amount of grant are you seeking?	
Please describe which elements of the project the grant will pay for	
Please provide details of funding your organisation is providing towards this project	
Please provide details of any in kind support being provided by your organisation	
Please provide details of other funding applications made for this project and their status	
Will this project generate income such as sales, entrance fees, sponsorship and where will this income go?	
Does your organisation have adequate insurance to undertake the project? Please provide details	
What is your future funding plan for this project if applicable?	

FINANCIAL INFORMATION ABOUT THE APPLICANT ORGANISATION

Is the organisation VAT registered? – if yes please also supply VAT registration number	
What is the period that your accounts last covered?	
What was the total income of your organisation during the last financial year?	
What was the total expenditure of your organisation during the last financial year?	
What was the loss or surplus for the year (income – expenditure)	
How much money remained at the end of the last financial year (reserves)	
Are any of these reserves formally set aside for a specific purpose? – if so please describe	
Name of bank or building society where organisations account held	
Name on account	
Sort code	
Bank account number or building society roll number	

What are the security arrangements for withdrawals from this account e.g. cheques must be signed by more than one person?	
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YOU MUST SUBMIT A FULL SET OF 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.

Estimated cost of work as per selected contractor(s):

Contractor	Item	Cost
Sub total		£
VAT		£
Full project cost		£
Amount of grant requested (Please note if VAT registered the grant should be calculated on net costs)		£

**PLEASE ATTACH TWO QUOTATIONS FOR WORKS COSTING
UNDER £3000.00 AND THREE QUOTES FOR ITEMS OVER £3000.00
PLEASE ATTACH QUOTATIONS FOR EACH ELEMENT OF THE
WORK.**

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?	Yes	No
Have CRB checks been carried out?	Yes	No
If applicable are staff or volunteers required to be qualified?	Yes	No
If your answer is YES staff or volunteers are required to be qualified, please provide details		
For activities involving land or buildings:		
Who owns the land or building? Please provide details		
	√	
Has the owner given permission for the work?	Yes	No
Is planning permission required?	Yes	No
If planning permission is required, has it been obtained – please provide details		
Is building control compliance and inspection required?	Yes	No
Will the project need to get permission from Licensing or Highways?	Yes	No

**YOU MUST SUBMIT COPIES OF ANY SUCH PERMISSIONS/
LICENCES WITH YOUR APPLICATION**

Publicity:

All successful applications will be publicised in the Town Councils newsletter and on its website. By accepting any grant, you agree to this publicity and also agree to display a poster in the window or within the reception area of the organisation or other prominent position (to be supplied by Meltham Town Council) for 12 months following the completion of the project acknowledging the grant from the Town Council where possible

Declaration and signature:

Please note 2 people must sign this declaration (they cannot be members of the same family or household) and at least one of the signatories must be an officer of the management committee of your organisation.

1. We have read and understood the terms and conditions of the grant
2. We undertake to advise the Council of any changes to the details contained in this application
3. We declare that all the information supplied on this form is correct and that any false declarations may invalidate the application
4. If the application is successful, we agree to it being publicised in the Town Council's newsletter and on its website and also agree to displaying a poster for 12 months following the completion of the project acknowledging the grant from the Town Council

Signature of applicant		Position	
Print name		Date	

Signature of applicant		Position	
Print name		Date	

Please return the completed form to:

The Town Clerk
Meltham Town Council
The Carlile Institute Meltham
HD9 4AE

or

Townclerk@melthamtowncouncil.gov.uk

Please note your application cannot be processed unless it is fully completed, and all the necessary documentation is enclosed

Privacy:

The information you provide will only be used for the purposes of processing the grant application and accounting and auditing purposes and will be processed in accordance with the law. For details of our privacy policy please visit our website www.melthamtowncouncil.gov.uk

Checklist:

I HAVE ENCLOSED (PLEASE TICK ALL RELEVANT BOXES)	√
A RECENT SIGNED COPY OF THE DOCUMENTS USED TO GOVERN YOUR ORGANISATION E.G. CONSTITUTION, ARTICLES ETC.	
COPIES OF ANY PLANS, MAPS, DRAWINGS OR OTHER RELEVANT INFORMATION TO SUPPORT THE APPLICATION	
• A FULL SET OF RECENT ACCOUNTS • IF YOUR GROUP IS NEW A COPY OF YOUR MOST RECENT BANK STATEMENT OR EVIDENCE OF A BANK ACCOUNT • IF YOU ARE USING ANOTHER ORGANISATIONS ACCOUNT FOR HOLDING PURPOSES YOU MUST ALSO SUBMIT A COPY OF THEIR CONSTITUTION AND ACCOUNTS.	
TWO QUOTATIONS FOR WORKS COSTING UNDER £3000.00 AND THREE QUOTES FOR ITEMS OVER £3000.00	
COPIES OF PERMISSIONS/ LICENCES	
PLEASE CHECK THE FOLLOWING	
HAVE YOU COMPLETED ALL SECTIONS	
HAVE YOU CHECKED THAT YOUR APPLICATION MEETS THE GRANT CRITERIA	
MAKE SURE YOU HAVE NOT REQUESTED MORE THAN THE MAXIMUM LEVEL OF FUNDING	
HAVE TWO PEOPLE FROM YOUR ORGANISATION SIGNED THE DECLARATION ETC.	