

Community Grant Application Form 23/24

Supporting Community Groups in Darley Dale

PLEASE READ THIS PAGE CAREFULLY – IT CONTAINS ALL THE INFORMATION YOU NEED TO HELP YOU DECIDE WHETHER A GRANT IS RIGHT FOR YOU AND TO SUCCESSFULLY COMPLETE THE FORM

WHO CAN APPLY?

Our grant scheme is aimed at local groups, organisations or projects. **The Council cannot give support to individuals or large profit making commercial organisations.** Any group applying should be formally constituted. This means that you must have a bank account with at least two independent signatories as well as a list of governing members and a set of rules. If you are a group of people coming together for the first time to apply for a grant for a particular project, you need to set up a constituted group. Derbyshire Council for Voluntary Services (<http://ddcvs.org.uk/>) can help with this.

WHAT TYPE OF THINGS CAN A GRANT BE USED FOR?

A grant can help with start-up costs or equipment for anything that makes a visible and positive impact on the town and residents though it cannot be used to cover ongoing payments or running costs further down the line. We would like to ask that, where possible, you support local businesses by spending your grant locally. Here are some examples:

- | | | |
|---|---|--|
| ✓ Buying and hiring equipment and venues | × | Promoting religious or political beliefs |
| ✓ Goods and materials | × | Buying land or buildings |
| ✓ Publicity costs | × | Running costs e.g., utility bills, rent etc. |
| ✓ Projects that are run by and for local people | × | On-going staff costs e.g., wages etc. |

WHO DECIDES?

Your grant application will be considered by the full Council and will be assessed against the application form and any additional information you provide. It can help if you include quotes for any work or items to be purchased and Councillors will need to be convinced that your project is financially viable. You can though apply at any time with bids going before the full Council on the third Thursday of each month (See planned meetings in the Calendar on our website). You are welcome to attend in support of any bid. Each application is considered on merit and according to the availability of funds.

HOW WILL THE GRANT BE PAID?

Payment will be made by bank transfer into your group's bank account. We will ask you to spend the grant within 12 months of issue of the funds. You will be asked to complete and return a simple monitoring form and provide receipts to show that the money was spent on what it was provided for.

WHAT HAPPENS NEXT?

We will acknowledge your application and let you know when it will be considered by Council. Should we require any further information we will be in touch. For more information you can speak to the Town Clerk on 01629 735248

APPLICATION FOR A COMMUNITY GRANT

Organisation Name	
Registered Charity No (if applicable):	
Who can we contact to discuss this application	Contact Details
	Name:
	Address:
	Email:
Tel:	
Tell us briefly why you are applying for a grant	
What amount are you applying for?	
Tell us about your group or project and how a grant will help achieve your overall aims	
Who in Darley Dale will benefit from the grant and how?	
What exactly will the grant pay for?	<i>If you have quotes then please attach them:</i>

<p>Is the grant for a stand-alone expense or contributing to a larger budget or project?</p>	<p><i>Please give details:</i></p>
<p>Are you seeking funding from other sources?</p>	<p><i>If additional funds are needed, where will they come from?</i></p>
<p>How will you know that your project has been successful?</p>	
<p><i>You must provide a statement of your current financial position, including <u>all</u> financial reserves. Please summarise below and attach a copy of latest accounts, balance sheet and budget to your application.</i></p>	
<p>Information from most recent accounts</p>	<p>Total (gross) income</p> <p>Total expenditure</p> <p>Balance at year end</p> <p>Savings (reserves etc)</p>

On behalf of the organisation, I confirm that the information in this application is correct and that in the event of a grant being awarded the organisation will abide by the grant conditions set out on the following page. I/We will inform the Town Council immediately of any change in circumstances that would affect this application.

Signature of Applicant Date:

Name & Position in Organisation:

PLEASE NOTE: If any false declaration is knowingly made, Darley Dale Town Council will take legal action to recover any monies granted.

By submitting this application you agree to abide by the conditions set out on page 4 of this form.

GRANT CONDITIONS

- Darley Dale Town Council retains the right to reclaim, at any time, all or part of the money awarded if it is not spent for the purpose it was granted.
 - Darley Dale Town Council retains the right to reclaim any asset purchased from the awarded money which is no longer being used for the purpose of the grant.
 - The organisation must inform Darley Dale Town Council immediately if it is unable to accept or comply with any of the grant conditions.
 - The group applying for the funding is properly constituted. This means having a governing document or list of governing members and a set of rules.
 - The grant award will be used for the specific purpose for which it was granted.
 - No asset purchased from the awarded money will be sold or transferred without prior agreement with Darley Dale Town Council.
 - The support will be recognised as a one off award and does not imply a Darley Dale Town Council commitment to any future funding.
 - The award will be recorded in the organisation's accounts/cashbook Bank book/Bank statement/inventory which will be made available for inspection by Darley Dale Town Council if required.
 - The organisation will provide receipted invoices if requested by Darley Dale Town Council where awarded money is used to purchase goods or services.
 - Darley Dale Town Council should be mentioned in all publicity regarding the project.
 - An article for the Community Voice concerning the grant should be submitted within 12 months of the grant being paid
 - The organisation agrees to co-operate in any monitoring of the benefits and use of the grant.
 - Darley Dale Town Council will not be made responsible for any action of the organisation or anyone acting on its behalf.
 - The organisation will recognise and support Darley Dale Town Council's commitment to safeguarding the environment, equal opportunities, and diversity and will endeavour to ensure that the project does not have a detrimental impact.
-

Your form and any additional information should be returned to:

**Town Clerk, Darley Dale Town Council, The Whitworth, Station Road, Darley Dale, Matlock, Derbyshire, DE4 2EQ or by email to:
townclerk@darleydale.gov.uk**