



COMMUNITY PROJECTS GRANTS SCHEME 2009/2010

APPLICATION FORM

Please complete all sections of the form; it is not sufficient to refer to attached information. Where questions are not applicable, please insert "n/a" in the space provided and explain why. Please refer to the documents in the application pack for guidance.

The closing date for receipt of all applications is noon on 29th January 2010.

1. CONTACT DETAILS:

GROUP/ORGANISATION:

Name:

PERSON SUBMITTING THE APPLICATION:

Name:

Address:

.....

.....

Telephone no.: Daytime: Evening.....

Position in Organisation:.....

2. GROUP/ORGANISATION DETAILS:

If your group or organisation is a branch of, or is affiliated to, any other organisation, please provide details:

Organisation Name:

Headquarters address:

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Does your organisation have its own bank account? YES/NO
Is your organisation a registered charity? YES/NO

If YES, please give your registered charity number:

If NO, please give details of the status of the managing body.....

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Is your organisation VAT registered.....YES/NO

If YES, please give your VAT registration number:

How many years has your organisation been in existence?

Briefly list your organisation's main aims and objectives:

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What geographical area benefits from your organisation?

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Please provide the following information about your membership:

	<u>Resident in Monmouth</u>		<u>Resident outside Monmouth</u>	
Aged under 18:femalemalefemalemale
Aged over 18:femalemalefemalemale
TOTAL:femalemalefemalemale

3. PROJECT/EQUIPMENT DETAILS:

Project Title:

Please give a brief description of your project or the equipment you require, including who will benefit and, if applicable, whether the project is likely to realise a profit and you are seeking a grant as a guarantee against loss:

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When will your project: Start:.....Finish:.....

If any land or property is to be affected by your project, what are the tenure arrangements?

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If there is a lease, how long has the lease left to run?

Can you provide evidence of local support? Please list below and attach any letters or references from local people, organisations etc.

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If you are applying for a grant for a health-related project, have you obtained and attached a letter of support from a health professional involved in the project? Please give the name, title and contact details for this person below:

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How will you measure the success of your project?

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How do you think this project/equipment will contribute towards achievement of the Council's main objectives? (see Community Projects Grants Scheme Guidance Notes page 1)

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4. PROJECT COSTS:

What is the total cost of the project/equipment?

What amount of grant are you applying for?

Have you raised the balance of funds? YES/NO

If no, how do you intend to do so?

5. SUPPORTING INFORMATION:

What are your organisation’s finances and balances?

As at(insert date), the organisation’s balances were as follows:

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Please attach a copy of the audited accounts and balance sheets for the last two years.

The following supporting documents are required – please tick the box for those attached:

- The Constitution of the Organisation (if applicable) or at least, the aims and objectives of the organisation
- Copy of the costing for the project
- New organisations should submit a business plan and budget
- Copies of the audited accounts and balance sheets for the last two years (for new organisations, the bank statements to date will suffice)
- Up-to-date current account and investment account balances
- The last Annual Report of the organisation (if applicable).
- Copy of the public liability insurance certificate
- Copies of the Equal Opportunities Policy, Health and Safety Policy and Child Protection Policy for the organisation (if applicable)
- Copies of any permissions needed to carry out the project (e.g. planning permission etc).
- For community health projects, a letter of support from a health professional.

If you are unable to enclose everything we need, please explain why here:

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You are invited to send in any further information in support of your application, for example photographs or letters of support from the community. The Council reserves the right to request further information, if required.

Signed: **Date:**

If you require assistance with completing your application form or need clarification on the detail of the Grants Scheme, please telephone Sarah Robson, The Town Clerk on 01600 715662.