

**SHEPTON MALLET TOWN COUNCIL GRANT APPLICATION FORM**

To enable this form to be photocopied please complete **all sections** using black ink.

(\*Delete as appropriate)

**Name of Organisation:** .....

**Correspondence Address:** .....

**Name and Address of Person Making the Application:**

**Name:** (Mr/Mrs/Miss/Ms).....

**Address:** .....

.....

**Postcode:** .....

**e-mail address:** .....

**Telephone number: Daytime::** ..... **Evening:** .....

**Preferred method of contact, please tick appropriate box**

<b>Tel:</b>	<input type="checkbox"/>	<b>E-Mail:</b>	<input type="checkbox"/>	<b>Post:</b>	<input type="checkbox"/>
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1. When was your organisation formed? .....

2. What does your organisation do?  
.....

3. Is your organisation a registered charity? \*YES/NO (if yes, please give number)  
State Registered Charity Number: .....

4. Is your organisation part of, or affiliated to, any national organisation? \*YES/NO  
If yes please give details: .....

5. Where does your organisation meet?  
.....

6. If rented what is the approximate annual cost? .....

7. What are your present charges/subscriptions/fees?:  
.....

8. Briefly describe the project or purpose for which you require a grant and how the project or purpose will benefit the community or residents of Shepton Mallet.

.....  
 .....

9. Approximately, how many people do you expect to benefit from this project?

Age Group	In Shepton Mallet	Outside Shepton M
0 - 25		
26 - 49		
50 and over		
All ages		
Special or minority groups (please specify)		
<b>TOTAL</b>		

(Map showing Council boundaries, see page 14)

10. How do you think your application matches the Town Council Grants Policy?

.....  
 .....

11. Category under which you would like your application to be considered

Older People		Young People	
Arts and Culture		Sports and Recreation	
Enhancing the Environment of Shepton Mallet		Highways and Transport	
Charitable and Advice Organisations		Organisations assisting the Disabled	

12. What is the identified need for your proposal?

.....  
 .....

13. Please include a brief statement in relation to the environmental impact of your proposal.

.....  
 .....

14. When do you intend your project to start?

.....

15. How will you measure the success of your project?

.....

16. What size of grant are you seeking?

£ ..... (The Council cannot make a determination if the amount is not indicated)

17. What is the total cost of the project for which you are seeking a grant?

£ ..... (Please include budget)

18. If you are not applying for the full amount, please specify where the remaining funds will come from:

.....

.....

19. Have you applied for, or do you plan to apply for a grant in respect of this project to any other organisation (including Local Authorities)? \*YES/NO

If YES. Please give the following details:

Please include details of all applications both successful and unsuccessful.

<u>Organisation</u>	<u>Purpose</u>	<u>Successful/Unsuccessful</u> (if money is not yet received but promised please include)	<u>Amount Received</u>
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.....

.....

20. Please give details of your organisation's own fund raising efforts:

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.....

21. Please add any supplementary information in support of your application. (Additional literature, leaflets or recent annual reports may be enclosed with the application)

.....

.....

22. Have you previously received, or applied for a grant from Shepton Mallet Town Council? \*YES/NO

If YES, please give details of amount(s) and year(s) and purpose:

.....

23. **BANK DETAILS**

Name of Bank: .....

Name of Account: .....

Sort Code: .....

Account No: .....

Number of signatures required to issue cheques .....

24. Where did you learn you could apply for a Shepton Mallet Town Council grant?

Noticeboard		Website	
Press		Minutes	

Other ..... (please specify)

25. **DECLARATION**

I declare that:

I have read and accepted the Guidance Notes and Conditions of Funding and have answered all questions fully and truthfully. I also declare that any grant made will be used solely for the purpose outlined in this application.

Shepton Mallet Town Council will be recognised on any materials produced and in any form of publicity as result of this grant.

I understand that:

Shepton Mallet Town Council reserves the right to request a list of names and addresses of members of your organisation.

Any materials produced, made, originated, developed or arising out of the provision of the grant are to be made available for use by the Town Council if requested.

Shepton Mallet Town Council may ask for additional information at any stage of the application process. I will be required to submit details showing how the grant funding was used. Shepton Mallet Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified.

The application form and supporting information will be copied and placed on the public agenda for Town Council meetings. Personal data that has been supplied will not be disclosed and will be held by Shepton Mallet Town Council in accordance with the Data Protection Act.

Name ..... Signed .....

Position ..... Date .....

26. Have you found this application straightforward to complete? \*YES/NO  
If NO, please let us know of any improvements we can make to assist applicants.

.....  
**PLEASE READ THIS PRIOR TO COMPLETING YOUR APPLICATION**

**To avoid the Council making inappropriate grants of public funds it is a requirement that the following documents MUST accompany your application.**

1. A copy of your organisation's **CONSTITUTION**.
2. Copies of your organisation's **AUDITED OR INDEPENDENTLY EXAMINED ACCOUNTS** and balance sheet, together with up to date **STATEMENTS** of all current and investment account balances held by the group, if the accounts are for a period ending more than six months prior to the application date. (Independent checks can be carried out by anyone not associated with your organisation. The accounts then need to be signed and dated by that person).
3. In the case of a newly formed organisation, a **BUDGET and BUSINESS PLAN** must be submitted.

**The Town Council is committed to operating within an equal opportunities framework. If you are a newly formed group you may want to use the following equal opportunities statement until you develop your own.**

**This group/project is committed to working in a way which values and treats all people with respect and dignity, and celebrates diversity. The group/project, through its practices, will ensure that no member, service, user, employee, volunteer, job applicant will receive less favourable treatment or suffer unlawful discrimination on the ground of age, colour, impairment, martial status, lifestyle and culture, nationality, race, gender or sexuality, or on the grounds of economic or social status.**

## APPLICATION CHECK LIST

The following checklist has been prepared to assist you in completing your Grant Application Form. Applicants are advised to read the list below before submitting the completed application form.

- Yes/No      Have you completed **ALL** sections of the form?  
*(If you are unable to complete any part of the form, please indicate why in a supporting statement, or write 'not applicable' where appropriate).*
- Yes/No      Does your application set out how your Organisation meets the requirements of the 'eligibility criteria?'
- Yes/No      Have you enclosed your Organisation's latest set of accounts and constitution?
- Yes/No      Have you signed the statement on the last page of your application form to certify that all the details are correct?

Please return your application form with the documents as listed as soon as possible and **NO LATER THAN 8 WORKING DAYS BEFORE THE NEXT MEETING OF THE POLICY AND RESOURCES MEETING.**

When completed, this form together with supporting documents should be sent to:

Shepton Mallet Town Council  
1 Park Road  
Shepton Mallet  
BA4 5BS

or email [info@sheptonmallet-tc.gov.uk](mailto:info@sheptonmallet-tc.gov.uk)

**Please note you will be required to provide the Town Council with details and/or photographs of how the Town Council grant funding has been spent should you be successful in your application.**

Acknowledged		Statutory Power	
Decision		Informed	