



## WELLINGTON TOWN COUNCIL FINANCIAL GRANT APPLICATION FORM

Please write clearly in dark ink, or type.

### Section A: Contact Details

1. Name and address of your organisation.
2. Any other name you use or name of your project if this is different.
3. Main contact for this application.

This must be someone who knows about your project and can be contacted during office hours. This is normally the person completing the form.

Title: \_\_\_\_\_ First name: \_\_\_\_\_ Surname: \_\_\_\_\_

4. Position held in the organisation.
5. Contact address, including full postcode.
6. Email address: \_\_\_\_\_

7. Telephone address: (day) \_\_\_\_\_ (eve.) \_\_\_\_\_

### Section B: About your organisation

8. What type of organisation are you? (tick all the boxes that apply)

Community group / club / society:  Company limited by guarantee:

Registered Charity:  Registration number: \_\_\_\_\_

Other:  (please describe) \_\_\_\_\_

**9. When did your group start? When did it first start meeting or running activities or projects?**

Month / Year: \_\_\_ / \_\_\_

**10. Briefly describe the purpose of your organisation.**

Describe the usual activities / services you provide. If you are a new group, describe what you plan to provide. If you have a written constitution, you must enclose a copy with this application.

**11. If you are a branch of, or related to, a larger organisation, please give details.**

<b>Section C: About your Project or Service</b>
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**12. Describe the project or service.**

Does it have a working title? What does it aim to achieve? How will it work? Please enclose any supporting documents, plans, projections etc.

**13. Please tell us how you think this matches the policy of Wellington Town Council Grant Scheme. (Please refer to guidance notes.)**

**14. How have you identified the need for this project?**

**15. When do you intend your project or service to start?**

Month / Year: \_\_\_ / \_\_\_

**16. Do your services benefit only people in Wellington? If not what proportion of your services benefit only people in Wellington?**

**17. Tell us the cost for your project and give a breakdown of what the money is for.**

We need this information to assess your application thoroughly. If you have a project budget, or have received estimates / quotations, please enclose copies.

Item or Activity	Estimated Cost
<b>Total Cost:</b>	

**18. Have you sought funding from any other source? Yes  No**

Organisation	Amount requested	Successful? Yes/No, or Waiting Decision?	Conditions Attached?
<b>Total</b>			

**19. How much of your organisation's money will be used for this project?**  
 £ \_\_\_\_\_

**20. How much money are you asking the Town Council to grant?**

£ \_\_\_\_\_

**21. If your project will involve local organisations such as schools or other groups, please provide confirmation that they are aware you are applying to Wellington Town Council for a grant.**

**23. Please give any additional information that you think may be helpful:**

<b>Section D: Your financial details</b>
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**24. Your bank or building society account details.**

Bank / Building Society Name: \_\_\_\_\_

Bank / Building Society Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Branch Sort Code: \_\_\_\_\_

Account number or Building Society roll number: \_\_\_\_\_

Account Name: \_\_\_\_\_

**25. Please provide the following summary details from your most recent annual audited accounts.**

Accounts Year ending: \_\_\_\_\_

**Total (gross income)** £ \_\_\_\_\_

**Minus total expenditure** £ \_\_\_\_\_

**Equals loss/profit for the year** £ \_\_\_\_\_

**Savings (reserves, cash, investments)£** \_\_\_\_\_

**PLEASE ENCLOSE A COPY OF YOUR FINAL AUDITED ACCOUNTS FOR THE PAST TWO YEARS, WHICH COVER ALL OF YOUR ORGANISATIONS ACTIVITIES.**

**Section E: Authority and Application**

**26. Declaration and Signature of Applicant**

**This must be signed by the person who completed this application, normally the person named as main contact in section A**

- a) I confirm that, to the best of my knowledge and belief, all the information in this application form is true and correct.
- b) I understand that you may ask for additional information at any stage of the application process.
- c) I am authorised to act for the organisation in making this application for financial assistance.
- d) I enclose a copy of the resolution or other form of authorisation for this application.
- e) I have read the Agreement detailed in section G and agree to the terms.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: (please print) \_\_\_\_\_

**Contact details (if different from those given in section A):**

**Section G: Agreement**

I confirm that the organisation named on the front of the application form has authorised me to sign this agreement on their behalf.

I certify that the information given in this application is true to the best of my knowledge, and confirm that all enclosures are current, accurate and adopted or approved by the organisation.

If this application is successful, in full or in part, the organisation will keep the following terms and conditions.

I understand that this is an agreement between the organisation and Wellington Town Council, which I legally binding.

**We understand and agree to the following:**

We will deliver the commissioned project or service as set out in this application.

We will not make any major change to the commissioned project or service without first receiving Wellington Town Council's written agreement.

We will not sell or dispose of any equipment or other assets which we have purchased in connection with this project or service without Wellington Town Council's written agreement. If we sell any equipment or assets, we may have to pay Wellington Town Council all or part of the money we received from them. The amount we repay will be in direct proportion to the share of the project or service cost represented by Wellington Town Council's grant.

We will comply with all relevant legislation applicable to the way we carry out our project or service.

We will acknowledge Wellington Town Council's grant in our Annual Report, our Chairman's or Secretary's report at our AGM, our accounts which cover the period of the grant and in any publicity materials we produce about the project or service.

We understand that Wellington Town Council will not normally increase the grant, and that monitoring and control of the project or service expenditure is our responsibility.

We will keep all financial records and accounts, including receipts for items bought. We will make these available to Wellington Town Council on request.

Wellington Town Council may hold back payment or ask us to repay, in whole or in part, in the following circumstances:

If we fail to keep to this agreement in any way:

- If the application form was completed dishonestly or the supporting documents gave false or misleading information;
- If we close down, become insolvent, go into administration, receivership or liquidation, or make an arrangement with our creditors;
- If our organisation closes down we will not sell or dispose of any equipment or assets without first receiving Wellington Town Council's written agreement.
- If we have bought any equipment or assets with the grant, these terms and conditions will apply until the end of the normal expected working life of the assets.
- Any payment made prior to the completion of a project will be recovered if the project does not reach completion.

### Section 8: Checklist

We have read and understood all the guidance notes.

We have fully completed all the sections of the application unless otherwise directed.

We have enclosed all the relevant documents / information we need to send:

(As applicable):

Constitution / Governing documents

Accounts for the past two years

Project profile

Copy of Resolution or authority to make application

Other relevant material

The main contact named has signed the declaration

A senior person, with the authority to do so, has signed the agreement

We have made a copy of this application to keep our reference.