



67 High Street, Willington, Crook, Co. Durham, DL15 0PF  
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 Town Mayor : Councillor Dorothy Hales  
 Town Clerk : Mrs Helen Cogdon

Serving Our Community

## Community Fund Grant Application

### What is the Community Fund?

The Community Fund is available to encourage wider participation from groups in our community who are willing to work with the Town Council and identify local solutions to local issues. The Town Council are particularly keen to support projects that address issues of:

- Positive Behaviour
- Environmental improvement
- Town Centre Management
- Community Events

Applications are invited from community groups resident in the GWTC area of benefit.

Applications can be submitted to the Community Fund for an award up to £500

- You may submit one application per year
- The grant must be spent within twelve months of the date of the offer letter
- Grant funding will be awarded to the maximum amount of £500 but will not exceed 75% of the total project costs
- The offer letter contracts with the successful applicant to spend the grant on approved project elements/items.
- Applicants are expected to keep receipts and provide these with a final report when the grant money has been spent
- Applications from Statutory Agencies can not be considered

### Section 1

### Guidance Notes

Name of Organisation \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone Number \_\_\_\_\_

email \_\_\_\_\_

Main Contact Person \_\_\_\_\_

Chairman \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Secretary \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Treasurer \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Company Registration / \_\_\_\_\_

Charity Number \_\_\_\_\_

### Section 1

The first section of the Application asks you to provide

- Your contact details
- The name of the organisation as it is registered with your financial institution.
- The office or regular mailing address.
- The telephone number of the organisation
- Email address
- The contact details of the person who completed the application, is familiar with its contents and would be happy to carry out a telephone interview if necessary.



4 How much will the project cost? \_\_\_\_\_

5 Where will the money come from?

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6 What are you asking us to fund with the Grant?

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7 How will you fund any outstanding balance?

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\_\_\_\_\_

8 Please supply a copy of the project budget.

9 Does your organisation have a governing document and/or constitution?

Yes  No

If Yes please attach a copy to your application

- 4. This is the total figure inclusive of VAT remember you may only spend grant money on things that have been authorised as part of your grant award. Funders have the right to ask for monies to be returned to them if there has been an underspend.
- 5. This should include funding already confirmed (please attach copies of your offer letters where you have been successful) and funding required. If you are applying to other funders please state who and when you expect to hear from them.
- 6. Please include a description of each item, its total cost and the amount requested from GWTC.
- 7. Please let us know how, when and where the rest of the money will be secured.
- 8. This asks you to itemise all elements of your project and cost them accurately. Getting your budget right saves time and is a tool to manage your project effectively.
- 9. This asks you to provide the rules of your organisation.

10 How does your organisation manage and make decisions?

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11 Do you have audited accounts? Yes  No

If Yes, please attach a copy to your application

12 Please provide the Name and Address of your Bank or Building Society

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**Section 3**

I declare that the information in this application is to the best of my knowledge truthful and correct.

Name -----

Position ----- Date -----

Witness Signature -----

10. This asks you to provide information on management practices, procedures and policies.

11. Who is your auditor?

12. This is the financial institution where your cheque may be deposited.

**Section 3**

Your application will be considered at the GWTC Town Council Meeting.

If your application is successful you will be informed in writing with an Offer letter that describes which part of your project GWTC will fund.

Remember it is your responsibility to manage your project within budget.

The declaration allows you to reflect on accepting the financial responsibility of using grant funding exactly as described in the application and as detailed in the offer letter.

Applications may be added to a waiting list (if appropriate) at any time once the annual allocation of grant funding has been awarded.

We understand that project development is detailed and often challenging work if you require further information please contact:

**Helen Cogdon  
Town Clerk  
or any of your Town  
Councillors.**

**GRANT AWARDS**

Grant applications will be examined by an assessment panel who will report on their contents to the Ordinary Meeting of the Town Council.

Every effort will be made to ensure that the panel has sufficient information to assess the application fairly. However it is the applicant's responsibility to submit a complete application.

Incomplete applications will be returned to the applicant and will not be considered.

The panel's decision is final.

The Offer once made is not subject to negotiation.

The successful applicants are expected to;

- Act fairly and in good faith at all times in connection with this grant
- Comply with any reasonable request made by G.W.T.C on the performance management, good practice, monitoring, health and safety, insurance requirements and reporting of the project
- Pay the utmost regard to the standing and reputation of the council and will not by act or omission do anything that will bring the reputation of G.W.T.C into disrepute.
- The successful applicant will at all times observe the highest standards of efficiency, economy, courtesy, consideration and hygiene.
- Maintain a full record of costs.
- Pay the utmost regard to the safeguarding of public money against misleading claims for payment and notify the council immediately if there is reason to suspect a serious irregularity or fraud has occurred or is occurring.