



APPLICATION FOR A GRANT 2022-2023

Thank you for your interest in applying for a grant from Wincanton Town Council.

Please read the Grants Policy before you complete the application form and make sure that all necessary information is submitted along with your application. Copies of the Grants Policy can be downloaded from Wincanton Town Council website: www.wincantontowncouncil.gov.uk or can be obtained from the Town Council office. Please note completion of this form does not necessarily mean that a grant application will be successful in part or whole

If you require any advice or guidance, please contact the Town Hall on 01963 31693 or by email: townclerk@wincantontowncouncil.gov.uk

Completed forms to be returned by email or to: Wincanton Town Council, Town Hall, Market Place, Wincanton, Somerset BA9 9LD. All applications received will be acknowledged in writing within 7 days. If you do not receive written confirmation within this time, please contact The Town Hall.

Deadline for Receipt of Applications for a Grant: 18th November 2022

Name of Organisation		
Contact Name		
Position in Organisation		
Address for Correspondence		
Telephone Number		
Email		
About your Organisation	YES / NO	
Does your organisation have its own bank account, which required two unrelated people to authorise cheques and make withdrawals?		
Does your organisation have at least three members on its management committee?		
Does your organisation have a constitution, terms of reference or set of rules?		
Registered Charity	Registered Charity Number:	
YES / NO		
Brief description of your organisation aims		



Please give details of any entry requirements to joining your organisation	
Current size of membership of organisation	
Number of Wincanton residents helped in the last two years	
Purpose for which grant is sought	
How much money are you seeking from Wincanton Town Council?	
Details of any grants received from Wincanton Town Council in the past five years	
How else are you funding your project? Include grants from other organisations, fund raising and existing reserves	
How will this grant benefit the community or residents of Wincanton?	
If the grant application is successful – please give details of the bank account that the grant should be paid into	

Please ensure you have read the Grants Policy before signing the form.



Checklist:

Have you submitted the following?

- A copy of your most recent accounts
- Your most recent bank statements and details of any other investment/savings
- A copy of your constitution / terms of reference / set of rules
- Details of your organisation's officers
- A copy of your safeguarding policy, if your group works with vulnerable adults, or children
- A copy of your adopted equal opportunities policy or statement
- Any other documentation you feel may help in assessing your application.

Privacy Notice

In accordance with the General Data Protection Regulation (GDPR), I agree that Wincanton Town Council will process and hold personal information about me in relation to my grant application. I consent to my personal information, including that contained in this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after and application is made. I understand that it will only be accessed by authorised staff members to manage the grant application process.

I also understand that Wincanton Town Council may pass my details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years aft the application and that I have the right to correct the information at any time. I have been made of my rights under GDPR.

Declaration:

I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request.

I/we declare that we have read the Grants Policy and that our application complies with the policy.

I/we declare that we have included all the requested information.

I/we fully understand that if we do not include the requested information and/or if our application does not comply with the Grants Policy, the application may be rejected.

Signed

Name

Date



FOR OFFICE USE ONLY

Grant Applications must be checked against the following criteria.

YES / NO	
	The Grant will result in a benefit for the area covered by Wincanton Town Council and will contribute positively to the area of Wincanton?
	If the application is for running costs, has the applicant included plans for where future running costs will be found from?
	Does the application include the required financial and organisational information?
	Is this the only application in this financial year from this group or organisation?
	Is the applicant based in the Wincanton Town Council area? If not, has the applicant detailed what proportion of beneficiaries of the grant reside in the area?
	Is the application for future funding? (ie not retrospective)
	Has the applicant demonstrated how one-off grant funding will lead to greater self sufficiency and lessen the need for future applications?

Date Application Received

Application Received – Written Receipt – Date Sent

Assessing Officer

Date of Assessment

Decision (delete as applicable) reject / return for further information / proceed to committee

Approved as agenda item for the Finance and Governance Committee Meeting on

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Outcome at that meeting