



Folkestone Town Council



Town Grant Application Form (Applications for £1,000 to £2,500)

A: APPLICATION SUMMARY

Name of applicant:

Address of applicant:

Name & address of contact (if different):

Telephone number of applicant:

Telephone number of contact (if different):

Email address of applicant:

Email address of contact (if different):

Reason for application – brief project/event description:

How much is requested from Folkestone Town Council?

£

Total project/event cost:

£

Declaration:

I hereby declare that all information provided is true and accurate to the best of my knowledge. I agree to complete and return any forms relating to this application which are sent to me in the future:

Signed: Date:

Name (Block capitals):

Status (e.g. Chairperson, Secretary):

Please note: The information provided on this application will be held on a database and used to provide information to officers and members of the Town Council.

B: THE ORGANISATION

Name and address of Chairperson and Secretary (if applicable):

Chairperson:

Name:
.....
Address:
.....
.....
.....
.....
Daytime Telephone No.:
.....
Email:
.....

Secretary:

Name:
.....
Address:
.....
.....
.....
.....
Daytime Telephone No.:
.....
Email:
.....

What is the main purpose of your organisation?:

If your organisation is a club with membership, please provide the following details:

Membership:

Number of adult members: Number of junior members:

Number of members resident in the Town of Folkestone:

Number of adult members: Number of junior members:

Does your club charge for membership? Yes: No:

If yes, please supply details of the membership scheme and charges applicable:

.....

What Activities are available for members?

Is club membership restricted in any way? If yes please provide details:

Is your club/body affiliated to any national or local organisation e.g. Sports Council? If yes please provide details:

Please complete parts C to E if all or part of your application is for a special project or event.

C: THE PROJECT/EVENT

Project/Event title:

Description of project/event:

What are the aims of the project/event?

If the application is for an annual or recurring local event, please answer the following additional questions:

(i) For how many years has the event run?

(ii) What was the estimated attendance at the last event, and what is the anticipated attendance at the planned event?

Attendance at last event: Anticipated attendance at planned event?

(iii) What was achieved at the last event, which you consider to have been of benefit to the Town?

D: PROJECT EVENT/PLANNING

1. Date that you propose to commence the project or hold the event:

2. What is the proposed duration of the project/event?

3. If the project is land or property related, what is the nature of the interest to be acquired or already held? (If leasehold, please give the length of the lease and date of termination).

4. Is planning consent required? Yes: No:

If yes, what is the status of your application?

Not yet submitted: Submitted not determined: Granted:

Planning reference number:

If planning consent has been granted are any conditions attached? Yes: No:

If yes, please provide details:

5. Is your building listed?

Yes:

No:

If yes, have you received the appropriate listed building consent?

Yes:

No:

E: FINANCIAL DETAILS

1. Estimated total cost:

£

Please detail the components of your project/event i.e. your budget or costings (submit on a separate sheet if necessary):

<i>Expenditure</i>	£
Total	

2. Proposals for funding the project/event:

Confirmed (tick if yes)

(i) Contribution from Folkestone Town Council	£	<input style="width: 95%; height: 20px;" type="text"/>	A	<input style="width: 95%; height: 20px;" type="checkbox"/>
(ii) Contribution from Shepway District Council	£	<input style="width: 95%; height: 20px;" type="text"/>	B	<input style="width: 95%; height: 20px;" type="checkbox"/>
(iii) Contribution from Kent County Council	£	<input style="width: 95%; height: 20px;" type="text"/>	C	<input style="width: 95%; height: 20px;" type="checkbox"/>

(iv) Contribution from National Lottery:

Arts	£	<input style="width: 95%; height: 20px;" type="text"/>		<input style="width: 95%; height: 20px;" type="checkbox"/>
Heritage	£	<input style="width: 95%; height: 20px;" type="text"/>		<input style="width: 95%; height: 20px;" type="checkbox"/>
Sports	£	<input style="width: 95%; height: 20px;" type="text"/>		<input style="width: 95%; height: 20px;" type="checkbox"/>
Charities	£	<input style="width: 95%; height: 20px;" type="text"/>		<input style="width: 95%; height: 20px;" type="checkbox"/>
Other	£	<input style="width: 95%; height: 20px;" type="text"/>		<input style="width: 95%; height: 20px;" type="checkbox"/>
TOTAL NATIONAL LOTTERY		<input style="width: 95%; height: 20px;" type="text"/>	D	<input style="width: 95%; height: 20px;" type="checkbox"/>

(v) Contribution from other organisations – please specify:

TOTAL OTHER ORGANISATIONS £ E

(vi) Contribution from fund raising events £ F

(vii) Contribution from your own resources £ G

TOTAL FUNDING (Total of A – G) £
(to agree to total cost identified in E1)

3. Is your organisation registered for VAT? Yes: No:

4 Does the estimated total cost of the project event include payments in kind? e.g. free labour, materials etc? If yes, please provide details below: i.e. assumed number of hours x hourly rates etc.

Total value assumed £

5 Will the organisation be seeking regular help with this project/event from the Town Council?

Yes: No:

If yes, please explain why and state how much you think you will need next year and the year after:

F: SUPPORTING STATEMENT

(All applicants to complete – please continue on a separate sheet if necessary)

Why do you think the Town Council should support this application? Please note that you are required to demonstrate a benefit to some or all of the town’s residents.

G: ADDITIONAL INFORMATION

Additional information/comments

Please note that the Town Council will take account of Best Value, its obligation to promote racial equality, its statutory powers and accounting requirements in reaching its decision. The following information (where applicable) is therefore required from all applicants for financial assistance (*before the application can be placed before the Finance and General Purposes Committee*). Information may be provided on a separate sheet if necessary.

1. Have you enclosed a copy of your latest audited or independently examined accounts?

YES

N/A

If you have ticked Not Applicable, please explain why. Failure to enclose copies of accounts may cause your application to be delayed or rejected:

2. Have you enclosed a copy of your latest bank/building society/other investment accounts statements?

YES

N/A

If you have ticked Not Applicable, please explain why. Failure to enclose copies of statements may cause your application to be delayed or rejected:

3. Have you enclosed a copy of conveyance/letting agreement/lease?

YES

NO

N/A

4. Have you enclosed a copy of written permission from the owner of any premises involved?

YES

NO

N/A

5. Have you enclosed copies of cover notes/summaries for all relevant insurances?

YES

NO

N/A

6. Have you enclosed evidence of any other secured funding or application for any other funding?

YES

NO

N/A

7. Please confirm that statutory obligations under the Human Rights Act have been considered. See the following website for the latest information:

<http://www.gov.uk>

YES

8. Please confirm that statutory obligations under the Disability Discrimination Act have been considered. See the following website for the latest information:

<http://www.gov.uk>

YES

9. Please confirm that you have considered all health and safety issues for this project/event and carried out risk assessments for all relevant areas. See the following website for the latest information:

<http://www.hse.gov.uk>

YES

N/A

10. Please confirm that you have considered the environmental effects of this project (e.g. carbon emissions, waste, etc.) and give brief details. See the following website for the latest information:

<http://www.gov.uk>

YES

N/A

11. The Town Council has an obligation under s17 of the Crime and Disorder Act to consider the impact of all its functions, activities and decisions on crime and disorder in its area. What implications will your project have for this requirement and how in particular will it assist the Town Council to meet its obligation? See the following website for the latest information:
<http://www.gov.uk>

--

12. Grants are normally given conditionally on the organisation's agreement to allow its details to be used in the Town Council's website, publications and other materials. Do you agree for your organisation's details to be included? (Please note that personal and financial details will not be published.)

YES

13. Grants are normally given conditionally on the organisation's public acknowledgement of the Town Council's assistance. How do you intend to do this? (Please note that you may be required to provide copies of relevant publicity materials.)

--

Any award will be paid by BACS. Please enter your bank details below:

Name of applicant:

Name of account holder:

Sort code

Account number

--	--	--	--	--	--

--	--	--	--	--	--	--	--

Signature Date

Please return your completed form to:

Liz Timmins, Community Development Officer, Folkestone Town Council, The Town Hall, 1-2 Guildhall Street, Folkestone, CT20 1DY

Tel: (01303) 257946

Email: liz.timmins@folkestone-tc.gov.uk

Please note that applications may be submitted by email but must be signed before any approved funding can be released.