

Maryport Town Council

FUNDING APPLICATION FORM

Name of Organisation

.....

Lead Person

.....

Contact, (if different to above)

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Address

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.....
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.....

Telephone Number, (Land Line & Mobile, if available)

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Voluntary Group

Yes/No

Registered Charity

Yes/No

Charity Number

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Current Membership Numbers

Adult

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Children

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1. Please summarise the nature of the proposal for which funding is sought.

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2. Which (groups of) people & how many will benefit from the proposal, & which section(s) of the community would benefit?

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3. What are the expected outcomes from the proposal & how would the project's success be measured?

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4. How will the Maryport community in general benefit from the proposal?

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5. When is it intended to start & finish the project?

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6. Indicate the estimated total cost of the proposal & the amount requested from the Town Council

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7. What funding is available or has been requested from other sources; is this funding conditional on support from the Town Council?

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8. What consultation has taken place with the community regarding this project?

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- I agree that if successful, the grant will be used conditionally for the purpose for which it was applied
- I agree to report back to the Town Council & provide details of how the grant was spent
- I understand the Town Council reserves the right to publish the names of organisations awarded grants & amounts awarded
- I consent to the Town Council retaining personal data submitted for the purpose of administering the application
- I confirm that the organisation adheres to all relevant legislation & procedures, (covering health & safety, risk assessments, safeguarding, etc), & has appropriate insurance cover

Signed

Full Name

Position Held

On behalf of, (Organisation)

Date:

Assessment

An initial check will be carried out by the Town Clerk. This process ensures that the applicant/organisation and project/activity is eligible.

If the organisation or project/activity is considered ineligible, the Town Clerk will contact the organisation to advise of either the application's withdrawal or how the application will need to be improved to become eligible.

Completed grant applications will be considered at the next scheduled meeting of the Council's Finance & General Purposes Committee.

Decisions

All members of Maryport Town Council will receive a copy of the application. Following a decision being reached on an application, the organisation will be notified of the success, failure, or requirement for further information within 28 days of the meeting.

Urgent Applications

The Council does not accept urgent applications.

Eligibility

Any not for profit organisation operating within the parish boundaries of Maryport is eligible to apply for a grant.

Applications made to support individuals must be able to demonstrate the benefit of the proposal to the Maryport area as a whole.

Applications should not be for purposes for which financial support is available from another more appropriate source.

Grant Conditions

- a) Grants are awarded upon the condition that successful applicants agree to promote the financial support given by the Town Council in any media or publicity arrangements, including applicant's websites, where relevant.
- b) It is assumed that grants awarded will be applied for the purposes stated. In the event that grant funding is not required for the stated purpose(s), the grant will become repayable to the Town Council with immediate effect.

- c) In the event that a grant applicant obtains funding from other sources for the stated purposes(s) in excess of the required funding, an element will become repayable to the Town Council, in proportion to the level of funding obtained, with immediate effect.
- d) Should a project, event or other purpose for which grant funding has been provided not proceed, a full refund will become payable to the Town Council, with immediate effect.
- e) The following information should be provided, where appropriate:
 - i. A copy of the organisation's governing documents, eg set of rules, constitution, memorandum of agreement, articles of association, etc.
 - ii. A copy of the organisation's latest balance sheet.
 - iii. A copy of the organisation's latest statements for any bank accounts, savings accounts or other financial resources.
 - iv. A copy of the relevant documents where CRB accreditation is a requirement.
 - v. A copy of the organisation's child protection or safeguarding policy where appropriate.
 - vi. If the organisation is a registered charity, the charity number.
 - vii. For applications of £1,000 & over, the names of the Directors, Trustees & Management Committee members, as appropriate.
- f) A grant applicant which employs staff should provide the following additional information:
 - i. The number of persons employed, differentiating between full & part-time staff.
 - ii. Total Annual Expenditure on employees, differentiating between full & part-time employees.
 - iii. Total annual Expenditure & Income for the organisation, based on the most recent accounts.
 - iv. Total annual number of beneficiaries in the Maryport area, based on the most recent statistical information.
 - v. Details of other funding sources & total funding from each for the previous three financial years.

Completed forms should be returned to:

Maryport Town Council, Town Hall, Senhouse Street, Maryport CA15 6BH