



## Application for Grant

- ◆ *Before filling in this form, please read the Terms & Conditions (attached).*
- ◆ *Please answer all the questions, writing 'not applicable' if the question is not relevant.*
- ◆ *If you are applying as an organisation, please complete Section 1 and 2*
- ◆ *If you are applying as an individual on your own behalf, please complete Section 1 and 3*

### Section 1 – Project Details

Brief details of the proposed project and the purpose for which the grant will be used:

<b>Total cost of project</b>	£
Itemise the costs where possible	
<b>Amount of grant requested</b>	£
If other sources of funding are being applied to, please give details	
If other sources of funding are not being approached, how will the project be funded? <i>(Include details of any amount budgeted by your organisation)</i>	
Details of grants awarded by Frodsham Town Council in the last five years	

### Section 2 – Local Voluntary Organisation

Name of Organisation:	
Chairman	Secretary or Treasurer <i>(Delete as appropriate)</i>
Name:	Name:
Address:	Address:
Telephone No:	Telephone No:
Email:	Email:

Purpose of your organisation:

Do any of the Officers (committee/board/trust members) receive remuneration or other financial benefit from the organisation?	Yes	No
Does the organisation have a constitution (or similar document) that defines the organisation's objectives?	Yes	No
Does the organisation have an Equal Opportunities Policy?	Yes	No
Does the organisation require at least two signatories to sign cheques against the organisation's bank account?	Yes	No
Do the majority of your organisation's members reside in Frodsham?	Yes	No

*The Council may wish to discuss your application with your representatives. Please supply details of two representatives who will be willing to attend a meeting with nominated Councillors:*

1 <sup>st</sup> Representative	2 <sup>nd</sup> Representative
Name:	Name:
Address:	Address:
Telephone No:	Telephone No:
Email:	Email:

### Section 3 – Individual Applicant

Name:		
Are you a member of a recognised group or organisation connected with the activity you are applying to participate in?	Yes	No
Name or group/organisation <i>(if applicable)</i>		
Signature	Date	

**Please provide the name the cheque should be made out to if your application is successful:**

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## Terms and Conditions

- Grants must be used for the purpose they are awarded.
- Grants must be spent within 12 months of the date of the award.
- The contribution of Frodsham Town Council must be acknowledged in all publicity for the project/event/equipment for which the grant was awarded.
- Successful applicants must agree to be monitored of the use of the award by the Town Council and must provide a report outlining how the funding as spent.
- Successful applicants must return the Grant Completion Form at the end of their project.
- The organisation must be open and accessible. If it does not already have an equal opportunities policy, it must agree to adopt & implement one.
- The organisation must meet statutory health and safety requirements relating to the use of premises, provision of services and employment of staff where applicable.
- The organisation must ensure that all necessary permits and licences have been obtained for any event or project funded by the grant, and that the event or project complies with all relevant regulations.
- The Council can reclaim the grant in part or in full if:
  - The organisation ceases to operate or exist within twelve months of the grant being spent;
  - The grant is used for any purpose other than that agreed without prior permission;
  - Any changes within the organisation or its activities occur within twelve months of the grant being spent, which would make the organisation ineligible under the awards criteria;
  - The organisation breaches any of these terms and conditions, including the requirement to submit monitoring information and evidence of expenditure when requested to do so.

## Examples of Activities That Can Attract Grants

- Sports, recreational & play activity
- Performing arts (theatre, music etc)
- Visual arts (painting, sculpture etc)
- Media, film and video
- Museums
- Literature
- Architecture, landscape and parks
- Combined arts and festivals
- Sponsorship (not events)
- The value dimension of culture such as shared identity, memories & experiences and what people consider valuable to pass on to future generations.

Support for community events is also available through the Event Sponsorship Scheme – Forms are available from the Town Council Office or can be downloaded from the FTC website.