



Application for One-off Community Event Grant or Community Project Grant Last Updated: September 2016

N.B. Please read the terms and conditions for grant funding and check your eligibility to apply on page 7 **before** completing this application form. If you require help filling in this application form, please contact the Community Development Co-ordinator on 01327 302312 or e-mail: tcantwell@daventrydc.gov.uk

Section 1 About your organisation

1a What is the official and full name of the organisation making the application?

1b What is the applicant organisation's registered address?

Address:	
Phone number:	E-Mail:
Web address:	

1c Who will be the main contact for your organisation? (Note: this must be someone who is aware of the details of the project or event).

Title, Forename and Surname

Position in organisation

Full postal address

Post Code:

Contact details

PHONE NUMBERS	
Daytime:	Evening or weekend:
Mobile:	Email:

1d What type of organisation are you?

Registered charity	<input type="checkbox"/>	Registration number	<input type="text"/>
Company limited by Guarantee	<input type="checkbox"/>	Registration number	<input type="text"/>
Club/Community Group/ Friendly Society	<input type="checkbox"/>	Registration number	<input type="text"/>
Unincorporated Club/Association	<input type="checkbox"/>	Partnership	<input type="checkbox"/>

1e Please describe the purpose of your organisation.

1f When was your organisation set up? *Please enclose a copy of the organisation's memorandum and articles of association, signed constitution or set of rules.*

Date:

1g Is your organisation VAT registered?

Yes No If YES, please give VAT number

1h Bank details of applicant organisation (include sort code and account number)

1i Does your organisation have an equal opportunities policy?

If YES, please enclose a copy with your application. If NO, please describe how you intend to ensure equality of access for all, to your service or facility.

Section 2 About your community one-off event or community project

There are two different types of funding available with this application form, which are:

Up to £500 is available for your group to hold a community event within Daventry District that would help to increase membership, raise your profile, and raise funds for your organisation.

Up to £1,000 community project funding is also available. This would be for your group to purchase items of equipment or training, or to cover volunteer expenses.

2a Please give a summary of the one-off event or community project and what you intend to spend any grant money on.

2b What is the proposed date and location of the one-off event or start date of the community project?

2c Please describe how the one-off event or community project will benefit the local community and who the beneficiaries will be?

2d Specify how your one-off event or community project will support DDC Corporate Objectives below?

Objective	Examples
Improve our Business Economy, Learning & Skills	
Protect and Enhance our Environment	
Promote Healthy, Safe and Strong Communities and Individuals	

2e Specify HOW your one-off event or community project will address the cross cutting issues below.

Cross-cutting issue	Examples
Bring communities together	
Access and equality	
Crime and disorder	
Partnership working	

2f Describe how you have consulted your organisation's members, residents and other community groups about the one-off event or community project.

2g Please explain how the one off event or community project will be delivered and managed, (e.g. responsibilities and skills of the management team)

Section 3 One-off Event or Community Project Costs

3a What are the one-off event or community project costs?

Daventry District Council will fund up to £500 per one-off event.
 Daventry District Council will fund up to £1,000 per community project

Please ensure copies of quotes are enclosed with application

Income:	Details:	£
Own funds/reserves		
Confirmed funding		
Anticipated funding		
Other		
	Total Income:	
Expenses:	Details:	£
Advertisement		
Equipment		
Facilities		
Other		
	Total Expenses:	
	Shortfall/funding request from DDC ie: Total Expenses – Total Income	

3b Please provide details of any goods/services that have been contributed to the one-off event or community project free of charge.

Nature of contribution	Value	How calculated
<i>Eg. Volunteer time planning event</i>	<i>£375</i>	<i>50 hours @ £7.50 per hour</i>
<i>Eg. Printing of 1,000 leaflets</i>	<i>£50</i>	<i>Estimated cost of paper and ink</i>

4 DECLARATION

4a Your signature.

This must be the signature of the main contact named in Q1c and **different** from Q4b.

I confirm that, to the best of my knowledge and belief, all the information in this application form is true and correct. I understand that you may ask for additional information at any stage of the application process.

Signed:

Date:

Your details will be added to the Voluntary and Community Sector database and we may contact you from time to time for consultation and/or communication purposes by post, e-mail, telephone or by arranging meetings. We will ensure that the information we hold about you is as up to date as possible. Your information will be treated as confidential and we will never share this information with anyone else. If you do not wish your organisation to be added to the database please tick here:

4b Please give details of your Chairperson, Vice chair, Secretary or Treasurer

This must **not** be the main contact named in Q1c.

Title, Forename and Surname

Position in organisation

Address

Contact details

PHONE NUMBERS	
Daytime:	Evening or weekend:
Mobile:	Email:

Please remember, if you have not answered all the relevant questions and sent all the information we require, **we will return your application to you which may cause a delay.**

Please apply the correct postage and send your application and supporting documentation to:

Community Development Co-ordinator
Community Team
Daventry District Council
Lodge Road
Daventry
Northamptonshire NN11 4FP

Alternatively, email a copy to: tcantwell@daventrydc.gov.uk

We will accept scanned copies of supporting documentation.

Terms and Conditions

Daventry District Council offers grants of up to £500 to support one-off events and up to £1,000 towards community projects. Applications are welcome from voluntary and community groups within Daventry District subject to the following terms and conditions:

- For one-off events, a letter of support from the Parish Council signed by the Chairman/Clerk and supported by resolution of the Parish Council.
Please include a copy of this with your application.
- Evidence of match funding towards the one-off event or community project. This can be from sources as listed in section 3a or by goods and services in kind as listed in section 3b.
Please include copies of any evidence with your application.
- Daventry District Council's logo must be included in any publicity material relating to the one-off event or community project, quoting "This event/community project is supported by Daventry District Council".
- It is the applicant's responsibility to seek and obtain any relevant licence for such events. An appropriate licence is required for a ticket-selling event where the main feature will be singing, music or dancing. In addition to this, a licence would also be required if food or alcohol are to be sold after 11:00pm. For further advice and information please contact the Licensing Officer on 01327 302546. Please allow up to 28 days for the licence to be issued.
Please include a copy of this with your application if applicable.

We will consider applications from voluntary and community groups that are constituted and have their own bank account.

The following categories are **NOT** eligible to apply:

- Individuals;
- Private businesses;
- Statutory bodies;
- Religious bodies where the monies will be used for religious purposes or religious buildings;
- Political parties or political lobbying;
- Local authority activities (including those of Parish Councils/Meetings).

Applications for community project grant can be submitted at any time during the year. Applications for one-off community event funding must be submitted between 3 - 12 weeks of the event date. Applications submitted outside of this window will not be considered. For both grants, we will endeavour to respond to applicants with a decision within 10 working days.

One-off event grants will be paid upfront to help cover event costs. If funded events do not take place, the grant must be repaid to Daventry District Council within 28 days. Community project grants will be paid on submission of invoices/receipts.

Where there are a high number of good quality applications, the Council may also take into account other issues such as the distribution of funding to one-off events or community projects in the recent past. It may also consider what other funding or income your one-off event or community project has already attracted or is trying to attract to enable it to go ahead. It is also important to note when considering your application that the Council will be looking to encourage appropriate partnership/joint working.

If you require this document in an alternative format, please contact 01327 302312. For type talk, prefix telephone number with 18001, or email tcantwell@daventrydc.gov.uk

Supporting Information

Important

Daventry District Council will only consider your application if:

- You complete all the relevant questions on the form
 - The proper people sign the form
 - You enclose all the necessary documents
 - You complete the checklist below
-

Checklist

- All the questions on the form have been answered (unless otherwise directed).**
- The main contact named in Question 1c has signed the contract on the last page**
- We have made a copy of this application to keep for our reference.**

Please check that the following documents are enclosed:

- Your organisation's articles of association, signed constitution or set of rules.**
- Your organisation's equal opportunities statement (if applicable)**
- Evidence of match funding**
- Copies of any quotations or notes used to work out your costs.**
- Copy of any relevant licence (if applicable)**
- For one-off events, we need written evidence to show support from the Parish Council**

If you require help filling out this application form, please contact the Community Development Co-ordinator on 01327 302312 or e-mail: tcantwell@daventrydc.gov.uk.

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CONTRACT

I confirm that the group named in Question 1 has authorised me to sign this agreement on their behalf. To the best of my knowledge and belief, all the information we have given in this application is true and correct. We understand and agree that:

All organisations receiving funding:

1. Will not operate for profits for its members. There will be no distribution of assets or funds to any person during the existence of the organisation or on its dissolution.
2. Will open membership to all. Membership will not be refused other than on reasonable grounds. There will be no discrimination on grounds of race, sex, age, occupation, religion or other opinion.
3. Will not apply unreasonable restrictions (e.g. excessive charges) on the admission of new members. In the event of a ballot, applications will be decided on a simple majority vote.
4. Will ensure that its managing body operates in accordance with its constitution.
5. Will ensure that the grant-aided facility, equipment or service is adequately insured and maintain adequate insurance covering public liability.
6. Will ensure that publicity material includes Daventry District Council's logo, quoting "This event/project is supported by Daventry District Council".

All organisations receiving project funding:

7. Shall have security of tenure on any accommodation they use (including playing facilities) through ownership of the freehold or by means of a long lease.
8. Shall ensure that all works and activities covered by the grant will conform to all relevant statutory obligations, bylaws, planning consents and building regulations.

Name

Position in group

Signed

Date

This contract must be signed by the person named in question 1c.