



## Rugeley Town Council

Rose Theatre and Community Hall  
Taylors Lane  
Rugeley  
Staffordshire  
WS15 2AA

Tel: 01889 574074

### APPLICATION FOR GRANT FUNDING

#### Notes to the application form:

- Please read the guidance notes BEFORE completing this form.
- If you require assistance completing any aspect of this form or wish to discuss your eligibility please contact the Assistant Town Clerk on 01889 574 074.
- Please complete the form clearly and fully in BLACK ink and BLOCK CAPITALS
- You are advised to keep a copy of the completed form.
- After completing the form please send it to the above address.

Name of Organisation	
Contact Name	
Position	
Address	
	Postcode:
Daytime Contact No.	
Email	

#### PLEASE COMPLETE ALL QUESTIONS ON THE FORM

Q1. How would you describe your organisation? *(Tick all that apply)*

- a) Voluntary Organisation
- b) Community / Residents' Group
- c) Registered Charity (Provide charity number)
- d) Company limited by guarantee (provide charity number)
- e) Trust
- f) Other, please state

<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Q2. Does your group have membership?

Yes ☐ No ☐

If yes, please give:

- a) Current number of members \_\_\_\_\_
- b) Annual subscription \_\_\_\_\_

Please give details of any organisation to which you group is affiliated.






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Q3. Does your organisation have, please provide copies;

- |  |     |    |
|--|-----|----|
| a) A formal constitution?  | Yes | No |
| b) A Child Protection policy ( <i>if applicable</i> )?                         | Yes | No |
| c) A protocol for working with vulnerable adults ( <i>if applicable</i> )?     | Yes | No |
| d) Public Liability Insurance?   | Yes | No |
| e) A Disability Audit if premises if applicable? ( <i>see guidance notes</i> ) | Yes | No |
| f) A Risk Assessment?  | Yes | No |

Q4. What is the aim of your organisation?

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Q5. How much financial assistance are you seeking from the Town Council?

£ \_\_\_\_\_

Q6. Please provide a breakdown of how you intend to spend any grant awarded.

Items of Expenditure	Approx. Cost

Q7. Approximately how many people would benefit from the grant? \_\_\_\_\_

Q8. How many of those benefiting are Rugeley residents? \_\_\_\_\_

Q9. How would the residents of Rugeley benefit from the any grant awarded?

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Q10. Have you, or are you intending to, apply to any other agency during the current financial year for financial assistance to support your organisation?

Yes ☐ No ☐







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If yes, please complete the following:

Agency/Grant making body	Amount requested	Amount awarded

Q11. How did you find out about the Town Councils grant scheme?

\_\_\_\_\_

Q12. Is this the first grant application you have submitted to Rugeley Town Council?

Yes ☐ No ☐

Please all required documentation in support of your application as listed in the checklist below. The closing date for applications is 31 December each year.

### Declaration

I submit this application on behalf of the stated organisation and believe that all statements contained herein and all accompanying documentation to be accurate to the best of my knowledge. I understand, if the information supplied is found to be false in any way, the Town Council may seek to recover the grant awarded.

Print \_\_\_\_\_

Sign \_\_\_\_\_ Date \_\_\_\_\_

### CHECKLIST

Document	Yes	No	Office use only	
Application form – all questions completed				
Q3. Documents where required				
Constitution				
Child Protection Policy				
Protocol for working with vulnerable Adults				
Public Liability Insurance				
Disability Audit of premises				
Risk Assessment				
Copy of last years audited accounts				
Copy of the last annual report OR alternative				

### OFFICE USE ONLY

Date received			
Checked			
Initial			
Acknowledgement Sent		Date	





## **APPLICATION FOR GRANT FUNDING** **GUIDANCE NOTES**

**This information is aimed at helping you complete the application form correctly, as incomplete forms will be returned for the necessary information to be provided.**

- Please complete the form clearly in BLACK INK and BLOCK CAPITALS, as it will need to be photocopied.
- You are advised to keep a copy of the completed form
- All applicants must have a group bank account, the name of which is to be given on page 1. Cheques WILL NOT be made payable to individuals.
- Make sure the contact name on the front of the form is of someone who has authority to act on behalf of the group and answer any queries regarding the completion of the form.
- Where possible, please give a telephone number where we can contact you during normal working hours.

Q1. - Please tick all the answers, which are relevant to your organisation or group.

Q2. - By membership we mean people who are registered to the organisation.

Q3. - Unless previously supplied, all applications must be accompanied by:

- a) A formal constitution or written evidence that you are working towards formalising one;
- b) Copies of your Child Protection Policy, if applicable to your group;
- c) Protocol for working with vulnerable adults, if applicable to your group;
- d) A copy of your Public Liability Insurance if held in your group's name or evidence showing how you are covered for example, the premises may hold a policy that covers all activities within the building;
- e) If you own or are responsible for the premises where you meet, you will need to provide written confirmation that your organisation has undertaken a disability audit of the premises;
- f) Have you carried a risk assessment of your activities? If yes, please include a copy.

Q4. - Details relating to what your organisation is trying to achieve - include your priorities for the coming year?

Q5. & Q6. These relate to the amount you are applying for and a breakdown of how you would spend any grant given.







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Q7. Q8. & Q9. This relates to the numbers of people benefiting directly from the work or activity of your organisation.

Q10. Have you applied to any other agency for financial support? Please give details of all current applications. This will not affect your application with Rugeley Town Council.

**You must remember to include the documentation as requested under Question 3 together with the following:**

- A copy of the last years audited accounts.
- A copy of the last annual report or, if this is not available please give a brief outline of the group's activities over the past year on a separate sheet.

**The completed form must be signed and dated by a responsible person in your organisation.**

**THE CLOSING DATE FOR ALL APPLICATIONS IS THE 31 DECEMBER OF EACH YEAR.**

**Notification of the result of any application will be sent by 31 March of the following year.**

If you have any questions regarding the application form or would like any assistance completing it then please contact:

The Assistant Town Clerk  
Rugeley Town Council

Email: [finance@rugeleytowncouncil.gov.uk](mailto:finance@rugeleytowncouncil.gov.uk)  
Tel: 01889 574074

