



PENRITH TOWN COUNCIL

Please ensure you have read and understood the notes; 'Guide to the Criteria, Application Process and Criteria of Funding' before completing an application form.

We recommend that you get in touch to discuss the eligibility of your project or event before you make an application (our contact details can be found at the end of this form).

Section 1: Contact Details

- 1a. Please give the name of group/organisation as it appears on your constitution or governing document.
- 1b.-1g. Please provide the name and contact details of someone in your group who can be contacted to discuss your application for funding.
- 1h. Please state what position you hold within your group, e.g. chair, treasurer, secretary etc.

Section 2: About your Group/Organisation

- 2a. Please state the year your group or organisation was formed.
- 2b. Leave blank if your group or organisation does not have a website.
- 2c. Please provide information about what sort of group or organisation you are, e.g. registered charity, social enterprise, youth group, village hall committee etc. Also give details about your aims and main activities.
- 2d. Leave blank if not a registered charity.
- 2e. This is the total number of the people on your management committee or steering group currently (not your total membership).
- 2f. This is the total number of people involved in your group or organisation, including those on the management committee.
- 2g. Please enter '0' if your group or organisation has no paid staff.
- 2h. Please provide details of two unrelated bank signatories.

Section 3: Your Event

- 3a. Please provide the title of your event.
- 3b. If your event will take place on more than one occasion or over a course of a number of days, please give details of all dates on which it will occur. Please note that we will not fund events which have already started or been completed before your application has been considered.
- 3c. Please state the area in Penrith the event will take place in and the postcode if the event location has one.
- 3d. Although your event may be based in a Penrith, it could draw in and appeal to people from a much wider area. You may also be intending to publicise your event across a parish or a number of parishes or even district-wide.
- 3e. Please provide a summary of what your event involves and list the main aims of your event.
- 3f. Events which are open to all and actively promote participation from minority or disadvantaged groups are more likely to be successful in being awarded funding.
- 3g. What evidence exists that your event is needed or wanted by your community?
Please provide details of any relevant consultations or letters of support and enclose copies of these with your application.
- 3h. Please indicate whether people will have to pay to attend your event.
- 3i. Concession refers to any reduced admission rates for pensioners or the unemployed etc.
- 3j. Proceeds from admission charges will be considered to be income when assessing your application (there is a section for admission fees in 5b. 'Projected income').
- 3k. Where an event has been held previously demonstrate how this event will add value to the previous years offer.
- 3o. What methods of publicity and promotion are you intending to use to attract people to your event (press, adverts, parish newsletter, posters, email, social media etc.?)
- 3p. How will your event benefit the local community? For example, by reducing rural isolation, promoting volunteering and participation, encouraging minority or disadvantaged groups etc.

Section 4: Financing your Project

- 4a. Please show VAT for your event costs. For organisations that can claim back VAT, do not include any amount in your request for funding that you can claim back from HM Revenues and Customs (see 6d below).
- 4b. We expect you to show matched funding of at least 50% of total budget.
- 4c. Please add up all other sources of income including your own contributions, in kind contributions, any admission fees, grants and sponsorship. The total must be at least 20% of your total project or event costs.
- 4d. Some larger and more established groups are VAT registered and can claim VAT back as can parish councils. Your treasurer will know if your group is VAT registered and will be able to supply the registration number.

Section 5: Project Budget

- 5a.-b. Please include all items of income and expenditure relevant to your event.

Section 6: Equalities and Safeguarding

- 6a. It is essential that your group or organisation has an equal opportunities policy or statement, please enclose with your application.
- 6b.-c. If your project or event involves working closely with children or vulnerable adults, please provide a copy of your child protection policy and or safeguarding vulnerable adults policy.
- 6d. Projects and events which positively enable and encourage access for all are likely to be looked on more favourably.
- 6e. Provide details of any ways in which you plan to promote your project or event to different groups.

Section 7: Supporting Documentation Checklist

It is essential you provide all the required supporting documentation with your application. If any of this essential documentation is missing it may delay your application or mean that we are unable to accept it. Please tick the appropriate boxes to confirm that the supporting documentation is enclosed.

Section 8: Declaration

In making your declaration you are confirming that you have read, understood and are accepting the conditions of funding as set out in the 'Guide to the Criteria, Application Process and Conditions of Funding'. We can accept a typed signature if the person signing the declaration is the same person who submits the application by email (if not we will require a signed hard copy).

Contact us:

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Penrith Town Council, Council Office,
First Floor, St. Andrew's Place,

Penrith,

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