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|  | **Application for a Large Grant** |

This application form is designed in Microsoft Word. The document is unprotected, allowing you to add rows to tables if necessary. Please do not alter the format or the content as this may void your application. Please ensure this form completed in full and ensure you have read the Grants Scheme. This form is for an application for a grant of **up to £5,000**.

## **Contact Information**

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| --- | --- |
| **Name:** |  |
| **Position in the Organisation:** |  |
| **Email:** |  |
| **Address:** |  |

## **Your Organisation**

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| --- | --- |
| **Name of your organisation:** |  |
| **Base of operations if different from postal address:** |  |

### **Please indicate if you are a:**

### Penrith Community Group

### Registered Charity

### Community Interest Company

### Social Enterprise

**Please confirm that your organisation is not for profit**:

* Yes
* No

## **Organisation Governance**

### **Do you have a constitution or similar governing document?**

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### **How is your organisation managed and what governance have you in place?**

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### **What is the purpose or charitable objectives of your organisation?**

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### **Please describe the membership of your organisation.** This must include the number of either/and officers, trustees, directors, staff, volunteers and the geographical area your membership is drawn from.

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## **Project**

### Please describe your project. This should explain the objectives of the project and benefits to the Penrith community:

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### **Which of these outcomes do you believe your project aligns with?**

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| 1. The furtherance of the well-being of the community, either generally, or for a specific purpose which is not directly controlled or administered by Penrith Town Council.
 |
| 1. Creates opportunities and supports initiatives for the residents of Penrith that are not, as a matter of course, funded by Penrith Town Council.
 |
| 1. Provides a new or improves an existing asset or service which will benefit Penrith.
 |
| 1. Enhances the profile and/or reputation of Penrith.
 |
| 1. Encourages tourism.
 |
| 1. Improves the Town’s prosperity providing entertainment, recreational, art, and cultural opportunities.
 |
| 1. Supports and encourages equality, diversity and inclusivity.
 |
| 1. Protects and improves the Town, the environment, leisure and recreational community facilities, services and assets that contribute to our quality of life and its attractiveness as a place to visit.
 |
| 1. Protects and conserves historic and notable buildings, and the heritage and character of Penrith.
 |
| 1. Supports public and community transport schemes.
 |
| 1. Protects local amenity, green spaces, and the environment.
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| 1. Fulfilment of an inescapable legal or health and safety responsibility.
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| 1. For the Grow Nature Fund, evidence of their approach to Biodiversity and sustainability.
 |
| **✓** | a | b | c | d | e | f | g | h | i | j | k | l | m |
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**Please set out how you believe your project aligns with these outcomes:**

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## **Grant Request**

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| **Total project cost:** |  |
| **Confirmed contributions from other sources:** |  |
| **Unconfirmed contributions from other sources:** |  |
| **Grant amount requested from Penrith Town Council:** |  |

### **Please detail any non-financial ‘in kind’ support you have for your project. This would include time given by volunteers, donations of goods/services etc.**

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### **Does this project involve collaboration with other organisations? Please detail their involvement**

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## **How will the grant be spent?**

### Please be as detailed as possible. The sum of the items should match the amount requested from the Town Council. For any expenditure on a single item over £500, you must demonstrate that best value has been sought, normally by submitting quotations.

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|  | **ITEM/ACTIVTY** | **VALUE** |
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## **If the Council were unable to fund your project, what would the impact be?**

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## **Do you have suitable public liability insurance to cover your project?**

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## **Additional information**

### Please provide any information relating to your project that you believe the Town Council should be made aware. Please also provide an explanation of any expenditure that you feel is not self-explanatory. Please also provide an explanation of any expenditure that is for consultancy.

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## **Bank details**

### **Is your bank account in the name of your organisation?**

* Yes
* No

### **Does it require at least two signatories?**

* Yes
* No

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| **Account Name:** |  |
| **Sort Code:** |  |
| **Account Number:** |  |
| **Bank/Building Society Name:** |  |

### Please note that grants are paid electronically into your organisations account and it is essential that this information is accurate.

### **Privacy**

Your representatives name, position, email address and address will only be disclosed to Council representatives when considering the application.

By completing this application, you consent to the Town Council retaining and processing your data.

## **Declaration**

When the application form has been completed, the authorised Trustee or Official of the applicant organisation must sign the declaration below.

I (BLOCK CAPITALS)

am an authorised representative of and to the best of my knowledge the information provided by my organisation and within this application is correct. If Penrith Town Council agrees to make a grant, this will be used exclusively for the purposes described in this application.

### **Signature:**

### **Date:**

### All applications must be marked “**LARGE GRANT APPLICATION**” and sent to:

Penrith Town Council

Unit One, Church House

19-24 Friargate

Penrith

Cumbria,

CA11 7XR

**Or by Email:**

office@penrithtowncouncil.co.uk

## **Data Protection and GDPR**

The information you have provided in the application will be used only for the purposes of considering, determining and processing the application and in connection with any grant that is approved. The information will be retained for 6 years with the Town Council’s financial records. All personal data will be held securely and will not be shared with a third party. The lawful bases which the Town Council will rely on to process any personal information are your consent and that the Council has a legitimate interest in processing it and requires to do so to perform a public task.

## **Checklist**

Application Form - All the questions have been answered comprehensively.

### **Provide:**

Tick boxes to be inserted

The organisations most recent audited/independently examined accounts and/ or bank statements.

A current Public Liability Certificate.

Specific events or projects Insurance Certificates.

If staff will be involved Employee Liability Insurance Certificates.

Buildings Insurance if an application relates to funding towards this purpose.

Full contact details for the applicant as well as any registered address for the organisation should be supplied.

A copy of the constitution for the organisation.

Equal Opportunities and Diversity Policy.

Safeguarding Policy.

Health and Safety Policy.

Biodiversity Policy.

### **Provide information or evidence:**

Match funding - the applicant needs to demonstrate that this is in the process of being sought or is already committed up to the value of 20% of the project.

It is a condition of any grant application that the group or project must bring direct benefit to the residents of Penrith. All applications must clearly demonstrate how this will be achieved by meeting 4 as a minimum of the outcomes listed in 2.6.

Local suppliers are being used where possible.

### **Where these requirements are not met, a clear reason should be given in writing with the application**