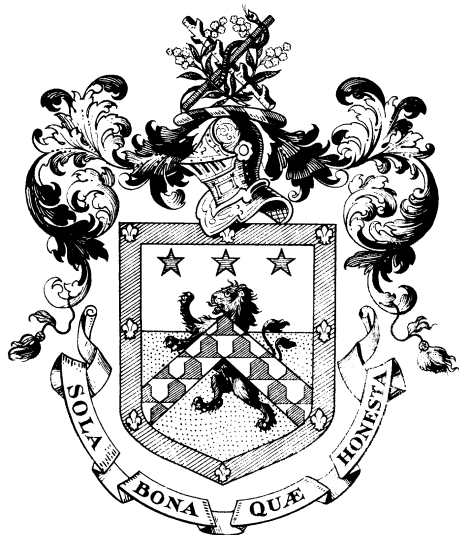


TOWN COUNCIL OF ROYAL LEAMINGTON SPA



COMMUNITY GRANT FUND

GRANTS FOR 2018/19

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APPLICATION FORM

CLOSING DATES FOR APPLICATIONS:
8th May 2018, 14th August 2018 and 18th December 2018

**TOWN COUNCIL OF ROYAL LEAMINGTON SPA
TOWN HALL
PARADE
ROYAL LEAMINGTON SPA
WARWICKSHIRE
CV32 4AT**

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IMPORTANT INFORMATION

The Community Grant Fund has been established as a means of helping Community and Voluntary groups with projects that are of benefit to the wider community. It will contribute to the Town Council's objective of involving community representatives in identifying local needs and facilitate collaboration between the Council and partner organisations.

Applications will need to satisfy the following conditions to be considered for a grant:

- (1) Bids should be made for projects which will be of benefit to the whole community or a specific group whose principal objectives are not those of a single individual. Applications will not be entertained where the benefit is to a single individual.
- (2) The project should be of benefit to a significant number of persons living within the Parish of Royal Leamington Spa. If you are unsure of the boundary of the Parish, Please contact us for further guidance.
- (3) Applications should normally be for one-off projects and usually for sums up to and including £2,000 maximum. On-going revenue funding will be considered exceptionally where an organisation offers a range of services over successive years.
- (4) Where a project or scheme is subject to applications to other funding sources (lottery fund, other local authority etc), applications will need to be supported with appropriate details of such other potential funders.
- (5) Projects should lie outside the responsibility of any single agency or service. They will not be funded if they are eligible for funding through conventional statutory means, unless there is matched funding or an agreement with other agencies to meet on-going costs after the initial contribution from the Town Council. Where this is the case, applications should be supported with details of the third party funding.
- (6) Applications must be supported with the audited accounts of the relevant organisation for a period of two financial years prior to the date of application, and indicate expenditure, income, assets and liabilities, together with funding obtained from other Public Bodies, if appropriate. Additionally, your application should be supported with a breakdown of the proposed expenditure and, for items in excess of £250, a minimum of two quotations must be provided.
- (7) Start-up organisations will be eligible to apply to the fund, subject to such applications being supported by bank statements and evidence that they are formally constituted and financially accountable.
- (8) Applications must be made in the name of the organisation to which the agreed project funding is to be granted and be supported by those persons authorised for such purposes in the relevant Constitution and/or Articles of Association of the organisation concerned.

- (9) Applications will be considered only from “*not for profit*” organisations.
- (10) Applications must be made on the relevant application form and must be supported by appropriate documentation.
- (11) Applications will be evaluated according to a number of criteria:
- Reducing social inequality or specific disadvantage
 - Promoting health and wellbeing
 - Addressing unemployment and providing opportunities for skills development
 - Providing positive activities for young people
 - Promoting community spirit and cohesion
 - Partnership working to maximize reach and effect of project
 - Enhancing or protecting the natural or built environments
 - Promoting equality and diversity across Leamington
 - Supporting arts and cultural opportunities
 - Providing lasting benefit to current and future residents of Leamington
- (12) The Grant Fund does not support applications that promote or encourage any political or religious belief.

Applications will be assessed according to how they satisfy the above criteria. Few applications will meet all these but those that are likely to be successful will demonstrate a commitment to a number of these factors.

Successful applicants will be expected to provide the Council with an assessment of the project subsequent to its implementation. This can be in the form of a written assessment or individual feedback to the Cultural and Community Committee at one of its Meetings.

The Community Grant Fund is divided into three bidding rounds – May , August and January. You can only bid to one of these rounds of funding within one financial year. The closing dates for this year’s bidding rounds are:-

8th May 2018

14th August 2018

18th December 2018

Further advice on the application process can be obtained from the Democratic Support Officer (email admin@leamingtonspatowncouncil.gov.uk)

COMMUNITY GRANT APPLICATION FORM - GUIDANCE

Description	Detail
Please confirm you have included your group's last two years of audited accounts (or last three months bank statements if new group):	Y / N This is an essential requirement unless you are a new organization which does not have audited accounts. Please see Important Information.
Project Title:	What will your project be known as?
Description of Project:	What are the main aims and anticipated outcomes of your project?
Location of Project:	Where will your project be taking place in Leamington Spa?
Amount of funding requested: (please provide itemized list of costs, including two quotations/estimates for items over £250)	How much will each item cost and how much are you asking the town council to fund? The more detail you can provide the better and please ensure that any items that exceed £250 have separate quotations included.
Total amount requested:	

Partners (other groups/agencies involved) Indicate here any other funding agencies (either actual or potential) involved in this project. If there are other funding partners, please indicate the proportion of the project to be funded by these partners:	If you are going to be delivering your project in conjunction with another group/agency, please list them here and give a brief outline of what contribution, financial or in kind, they will be making.
What specific community needs does your project aim to fulfill?	Tell us which of the criteria listed on page 2 your project will meet. If there are any other criteria you think your project will meet which are not listed here, please include them here. Please use a separate sheet of paper to tell us as much about your application and its objectives as possible.
Evidence of community need:	Tell us how you identified the need for your project in your group and/or community, and how you think your project will meet this need.
How will your project meet this need?	Explain here how you have planned your project to meet this need and how you think it would be possible to sustain the outcomes of your project in the long term.

Timetable for implementation and completion:	List project start date, anticipated end date and any significant milestones in between.
Name and Address of Organisation: Telephone no: Email:	Please fill in with as much detail as possible. It is much simpler and quicker for us to contact you via email should we have any queries.
Contact details for person responsible for the grant if awarded:	As above
If awarded, who should the grant cheque be made payable to?	Name of group member responsible for finances and budgeting
Contact details for person responsible for monitoring project (including budgetary control):	This is the group member who will have regular oversight of the project and complete the end of project monitoring form

Completed forms and any supplementary sheets should be sent to the address below no later than the closing date (depending on which round you wish to bid to). **Please ensure that you have enclosed copies of relevant accounts for 2 years prior to the date of application. Your application will be returned if you omit these details. The application may be emailed if desired**
Please note that information relating to grant applicants may be shared with other grant awarding bodies in Warwickshire

Democratic Support Officer, Royal Leamington Spa Town Council, Town Hall, Parade, Royal Leamington Spa CV32 4AT.

(Please read the application form - guidance before completing the form)

<p>What specific community needs does your project aim to fulfill?</p>	
<p>Evidence of community need:</p>	
<p>How will your project meet this need?</p>	
<p>Timetable for implementation and completion:</p>	

Name and Address of Organisation: Telephone no: Email:	
Contact details for person responsible for the grant if awarded:	
If awarded, who should the grant cheque be made payable to?	
Contact details for person responsible for monitoring project (including budgetary control):	