

# **Dronfield Town Council**

## **Grant Application Form**

Please note upon submission of your application. The Grants Committee meets on a quarterly basis. Grant applications will not be reviewed until the next scheduled meeting.

### **Guidance Notes for Applicants of Grant Aid**

#### **STRATEGIC POLICY - CRITERIA AND OBJECTIVES**

Dronfield Town Council's objectives and criteria have been amended to include the following for Grant Aid:

**Does your application meet the following criteria?**

- 1. To assist local clubs, groups, societies and community organisations via pump priming grants to develop and achieve their respective aims and objectives that benefit the whole, or part, of the local community.*
- 2. To support community and voluntary groups in the town who provide community activities, which, without external financial assistance, may not be able to continue.*
- 3. To provide financial and other assistance to appropriate local organisations subject to a defined need being established but subject to the Council's normal budgetary constraints and requirements.*

**Grants cannot be provided to the following:**

- Individuals.
- Organisations, which support or oppose any political party.
- Organisations that discriminate on grounds of sex, race, religion or sexual orientation.
- Private organisations operating as a business on a profit-making basis.
- Organisations or establishments for whom Central Government, Health Authorities, County or District Councils are the appropriate statutory funder.

## **Dronfield Town Council**

### **Guidance Notes for Applicants of Grant Aid**

1. Please give as much detail as possible. Define the scheme enclosing a brief business plan, proposed timescale for its implementation and the expected outcomes of the scheme. Clearly define which part of the community will benefit from the project.
2. Please supply a realistic estimate of the TOTAL cost of the scheme or project for which you are applying for grant aid.
3. Be specific and realistic about how much grant aid you require.
4. Please tell us of any other sources of funding that have been approached to help you finance this scheme.
5. Please tell us if you have received, or expect to receive, any other funds or grants for the scheme for which you applying for grant aid. Please state amounts, funder and dates.
6. Please show details of any previous application to Dronfield Town Council for grant aid and the results of those applications; include the dates and amounts.
7. Please detail here any feedback or outcome of previous grant awards. The Council is very interested in how effective its grant aid is being used. It is therefore, very important, in support of your application, that you provide as much information on how you used any previous grants.
8. It is important to include as much up to date financial detail about your organisation as possible for the Awards Panel to consider your application.

**Completed application forms should be returned to:**

**Town Clerk,  
Dronfield Town Council  
Civic Hall  
Dronfield Civic Centre  
Dronfield  
Derbyshire S18 1PD**

**Should you require further assistance or have any queries please contact the Town Council:**

**Phone: 01246 418573**

**Email : [townclerk@dronfield.gov.uk](mailto:townclerk@dronfield.gov.uk)**

**Website : [www.dronfield.gov.uk](http://www.dronfield.gov.uk)**

## Dronfield Town Council

### Application for Grant Aid

To be considered for an award, applicants must answer all the following questions and provide the necessary details requested.

Guidance notes for your information and assistance are attached.

1.	Name of the organisation/group making the grant application.	
2.	Main contact Person within your organisation/group.	<b>Name:</b> <b>Address:</b>  <b>Postcode:</b> <b>Phone:</b> <b>Email:</b> <b>Website:</b>
3.	Please provide the following details:  The purpose for which the grant is required, defining the section of the community who will benefit. (Continue on a separate sheet if necessary.)	
4.	What is the TOTAL cost of the scheme/project?	
5.	The amount of grant aid requested for this application?	

6.	Please provide details of other sources/grants/funds to which you have applied for regarding this scheme/project.		
7.	Give details of any other grant you have received (or expect to receive) for this scheme/project.		
8.	Have you applied to Dronfield Town Council in previous years for grant aid for your organisation?	<b>YES</b>	<b>NO</b>
9.	Did you provide any feedback to the Council detailing how effectively you used the grant? If not, please attach to this application.		
10.	Please tick the adjacent box to indicate that you have included a balance sheet or statement of accounts for the previous year showing income, expenditure, bank balances and reserves.	<input data-bbox="959 1032 1054 1122" type="checkbox"/> <b>YES</b>	

**Signed:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Date:** \_\_\_\_\_