



# CHEPSTOW TOWN

# COUNCIL

## APPLICATION FORM

### ABOUT YOU/YOUR GROUP

#### 1. Contact details

#### Name of the main contact (the person we should write to)

Title	First Name	Surname
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#### Address for letters, including full postcode

Postcode

Email:

Telephone: Day

Evening

If you (the main contact) have any special communication needs, how can we support you.

1. Is this application made on behalf of a group?

**Yes** – Continue below

**No** - Go to Question 11.

Name of group

Position held in the group

2. If you are a branch of a national organisation or umbrella body, please tell us which one.

3. Are you a registered charity?

Yes

No

*(Please tick appropriate box)*

Registration Number

4. When was your group set up?			
5. How many members does your group have?			
<b>Approximately how many members live in Chepstow?</b>			
6. How many people are involved in running the group and does the group have an equalities statement? YES/NO			
Committee Members	[ ]	Volunteers	[ ]
		Paid staff (F/T)	[ ]
		Paid staff (P/T)	[ ]
7. What are the main activities of your group, or what services do you provide?			
8. If your group has an equalities statement, please enclose with this application.			
9. How is your organisation constituted? E.g. a registered charity, a limited company (by guarantee), an association (simple organisation with agreed ground rules). If yes, please attach a copy of the Constitution or Governing document.			
10. If not constituted – how are decisions made and how do new members join?			
11. Please give us a picture of your group's financial situation by providing the following details from your most recent annual accounts.			
Accounts for year ending:	Day	Month	Year
<b>Total (gross) income</b>	£		
<b>Minus Total Expenditure</b>	£		
<b>Equals Profit or loss for the year</b>	£		
<b>Savings (reserves, cash or investments)</b>	£		

**ABOUT THE GRANT YOU WANT**

12. Tell us about your project:

13. Start and end date of the project:

Start

End

On going

*(please tick)*

Date of project if a "one off" event: -

14. Describe how your project will directly benefit/involve your local community in particular describe how the overall Well-being of the Community will be enhanced:

15. How many people will benefit from the project? *(Please give number)*

**How many of these people live in Chepstow?**

16. If a grant is awarded to your group, please tell us the following:

**How will the project be managed?**

**How will the project be sustained?**

17. If the grant is not awarded in full will your group still proceed with the project? *(delete as appropriate)*

**Yes**

**No**

18. What is the cost of your project

Total cost

£

**Breakdown of cost**

Item	Cost £

19. How is the project to be funded?

	Amount £	Donation in kind £	Is it secured?
Your group's contribution			
Other source (please state)			
<b>The Grant you require</b>			
<b>Should you be successful, please provide the name of organisation or bank details to whom the cheque / bank transfer should be payable to.</b>			

**Now please read, and sign the contract. Thank you.**

# Contract

I confirm that the group named in section 1 has authorised me to sign this agreement on their behalf. To the best of my knowledge and belief, all of the information we have given in this application is true and correct. If this application is successful, in full or in part, I/the group will keep to the following terms and conditions. I understand that this is an agreement between the group and Chepstow Town Council.

***I/we understand and agree the following: -***

1. To use the grant awarded for exactly the purpose set out in this application.
2. Not to sell or dispose of any equipment or assets which we have bought with a grant without having first got the Town Council's agreement in writing. If we sell any equipment or assets, we may have to repay the Town Council part of the money we receive from them. The amount we repay will be in direct proportion to the share of the project cost that came from the Town Council.
3. Not to use a grant to pay for goods or services which we order before we receive a letter confirming the grant.
4. To acknowledge the Town Council's contribution in any publicity materials we produce about the product and, where applicable, in our annual report or Chair's or Secretary's report at our AGM.
5. Chepstow Town Council can use our name and make reference to the purpose for which the grant will be used in its own publicity materials. We will inform the Town Council of any situation where confidentiality is a particular issue.
6. To spend the grant within the time period specified by the Council, normally within the financial year i.e. by 31<sup>st</sup> March 2021.
7. Where the entire grant is not spent, we will promptly return the unspent amount to the Town Council.
8. To monitor the success of the project and be prepared to report on it if required, by the Town Council, to do so.
9. Where equipment or services are being purchased we will provide copy receipts for the Town Council's information.
10. The Town Council may hold back a grant or ask us to repay a grant, in whole or part, in the following circumstances.
  - If we fail to keep this contract in any way
  - If the application form was completed dishonestly or the supporting documents gave false or misleading information.
  - If we do not follow equal opportunities practice in employing people, recruiting new members and providing our services.
  - If we are deemed to discriminate the protected characteristics under the Equality Act 2010 of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation
  - If we close down, become insolvent, go into administration, receivership or liquidation ("sequestration") or make an arrangement with our creditors.
11. Do keep accurate and comprehensive records about how you spent the grant, during the project and for one year after. We may request copies of records e.g. original receipts and bank statements. Failure to comply with any of these conditions will preclude you from applying for a grant for five years.

NAME

SIGNED

DATE