



CHEPSTOW TOWN COUNCIL

Tel: 01291 626370 E-mail: admin@chepstow.co.uk
Council Office: The Gatehouse, High Street, Chepstow NP16 5LH

Please refer to the guidelines in our Grant Awarding Policy when you are completing your application and ensure you complete all sections. If you need any assistance, please contact us.

SECTION 1: ORGANISATION

a. Name of Group / Organisation:

b. Main Contact Name:

c. Contact address:

d. Daytime phone number of contact:

e. Contact e-mail address:

f. Organisation start date:

- g. What type of organisation are you? Registered Charity Number _____
- Company Limited by guarantee no. _____
- Unincorporated Club or Association
- Community Interest Company
- Other

h. Are you part of a larger Regional or National organisation? Y/N

i. Please describe your group's main activities/aims/objectives:

j. Do you have a voluntary management committee / steering group? Yes No

k. Does your group have a formal constitution or set of rules? Yes No
If yes, please attach a copy to your application

l. Does your group have an equal opportunities / diversity policy / statement? Yes No
If yes, please attach a copy to your application

m. Does your group have a Safeguarding policy / statement (Child & Vulnerable Adult protection)? Yes No

n. Does your group have any DBS checked leaders/organisers? Yes No

o. Does your group have any qualified First Aiders? Yes No

We may ask for copies of the above policies. If you have answered no to any of the above, please give reasons:

p. Does your group use the medium of Welsh? Yes No

q. Does your group have an annual record of accounts? Yes No
Please attach a copy of your most recent accounts and latest bank statement to your application

r. Please indicate how many staff and volunteers are involved in your organisation

Full time staff / workers

Part time staff / workers

Volunteers

Management committee

s. Have you applied for a grant from Chepstow Town Council before?

If yes, please give details

Yes No

r. How will you publicise how the Town Council's contribution has benefited the project and community of Chepstow?

SECTION 2: FINANCE

a. 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
Total (gross) income	£		
Minus Total Expenditure	£		
Equals Profit or loss for the year	£		
Savings (reserves, cash or investments)	£		

b. What are your main income sources? Where does your main expenditure go? Does your group /organisation levy a membership charge? How do you raise funds? What are your current or planned / future fundraising activities?

c. How much are you applying for?

£

d. When would you require payment?

e. Have any other bodies been approached for grant funding in relation to this specific application/project?

Yes No

If yes, please provide details including how much and whether your applications have been successful or are pending a decision etc.

f. Please detail any other source of grant funding (for other projects etc) received or applied for in the last 12 months and whether it was successful?

- g. **What will you do if you get less funding than you asked for? Will all or part of the project still go ahead? Have you earmarked funds to proceed with part of this project? Please tell us what could be achieved if you only receive part funding.**

--

- h. **If successful, your grant will be paid by BACS payment, please provide the sort code and account number for the bank account you would like payment transferred to:**

Account Name	
Sort Code	
Account Number	

3. THE PROJECT AND PROJECT BUDGET

- a. **Project Details.** This is your project plan. You should clearly describe what you are planning to do. How many sessions and over what timeframe. You should demonstrate how you know this project is needed, and how well the grant will meet the needs of local people. Are you working in partnership? If so, you should name all partners. We will be looking at whether your project/activity is sustainable in the longer term, and if so how, or if it will end after this funding.

--

- b. **Project Start Date** _____ **Project End Date** _____

c. Please describe the need for this project and the long or short term benefits

d. Please describe how you will evidence, measure and evaluate the impact of this project?

eg registers, questionnaires, surveys, case studies, improved social networks

5. ANY OTHER INFORMATION

Please use this section if you would like to add any further comments or information to support your application.

6. SUPPORTING INFORMATION

You must ensure all supporting information, detailed in the checklist on page 8, is included with your application.

SECTION 6 CHECKLIST

You must tick every box that applies before sending the application. Incomplete applications will be returned.

We have answered all the questions	
---	--

I have enclosed:

A copy of your organisation’s Constitution/Governing Document	
Copy of Equal Opportunity/Diversity Policy or Statement (if asked for)	
Copy of safeguarding policy or statement (if asked for)	
Copy of your most recent accounts	
A recent bank statement	
The contract has been signed	
If any of the above are not included please say why	

Now please read and sign the Contract on page 9. Thank you

Please send your completed application form, a copy of your latest accounts, a recent bank statement and any supporting information to:

Chepstow Town Council, The Gatehouse, Chepstow NP16 5LH
or e-mail: admin@Chepstow.co.uk

Further information about Chepstow Town Council and its grant making policy is available from: www.Chepstow.co.uk

Checklist for Chepstow Town Council

Are all sections complete?	Yes	No
Has all supporting info been received?	Yes	No
If no what is missing?	_____	
Missing info requested on	_____	
Application scheduled for FPA Meeting on	_____	
Panel Decision	_____	

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. To acknowledge the Town Council's contribution, and use its logo, 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.
3. 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.
4. Not to use a grant to pay for goods or services which we order before we receive a letter confirming the grant.
5. Chepstow Town Council can use our name and refer 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 31st March 2024.
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 please complete the attached Grant Progress Report form.
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.
11. If we fail to keep this contract in any way
12. If the application form was completed dishonestly or the supporting documents gave false or misleading information.
13. If we do not follow equal opportunities practice in employing people, recruiting new members and providing our services.
14. 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
15. If we close down, become insolvent, go into administration, receivership or liquidation ("sequestration") or make an arrangement with our creditors.
16. 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