



Flitwick Town Council

Grant Application Form

Please familiarise yourself with the requirements listed in the Flitwick Town Council grants policy before completing this form.

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts, showing your organisations income, expenditure and level of balances. If you do not prepare annual accounts, copies of the bank statements covering the previous six months, or budget forecast must be enclosed.

Organisation

Name and address of organisation.	
Name and address of person making the application on behalf of the organisation.	
Position held in organisation.	
Telephone contact details.	
Email address.	
What type of organisation are you?	Please tick relevant organisation Registered Charity (please give charity registration number) Exempt or excepted charity registered with Inland revenue. (please supply any reference number) Community Group/Club/Society Other please specify -----
When did your organisation start?	Month: / / Year: / /
Do you have a website that you would like to link to Flitwick Town Council's website?	Yes: No: Please provide URL

What are the aims of your organisation?	
What is the name of the project you are applying for?	
Project start and end date.	

Financial Information

Total Cost of the Project.	£
Amount of Grant requested.	£
Other Sources of Funding.	
Have you applied for a grant for this project in the last twelve months?	
Bank Details: If you are successful, our preferred method of payment is BACS.	Bank Name: Sort Code: Account Number:

About the Project

**Please tell us about your project
(Max 100 words).**

**What are the project's aims?
(Max 300 words)**

**How is financial sustainability being achieved?
(Max 300 words)**

**How will the community benefit from the project?
(Max 300 words).**

How many people will benefit from the project?

Are you partnering with other Flitwick Groups?

How will you know if your project is a success and what will you measure it against ?

Additional Information Required for Revenue Grant Applications

**Briefly describe the purpose of the organisation.
Describe the usual activities/services you provide. If you are a new organisation,
describe the services /activities you plan to provide.**

How often does your management committee meet?

How many staff work for the organisation?

Paid:

Volunteers:

Declaration

<p>Applicants are asked to familiarise themselves with the terms and conditions in the Council's grants policy and please tick the box on the right to confirm that you understand and agree with them.</p>	<p><input type="checkbox"/> I/We agree with the terms and conditions of the Council's grants policy, especially in relation to crediting the Council in any publicity and providing feedback on the success of the grant within six months.</p>
<p>In the interest of accountability and transparency, Flitwick Town Council's Community Services Committee considers and determines grant applications at public meetings. This means that this application form will become a public document. Please would you give your consent that this application form can be published for public consumption. Personal and contact information will be omitted.</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Please note that if you do not give your consent for us to publish the information on this form, Flitwick Town Council will unfortunately be unable to consider and determine your application for grant funding.</p>
<p>We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions</p>	<p><input type="checkbox"/> Yes</p> <p>(please click/tick box to agree)</p>
<p>Please provided copies of the following necessary documents (refer to Grant Application Information) to support the application (please click/tick as appropriate):</p> <p>Applications will not be taken to committee without supporting documents</p>	<p><input type="checkbox"/> Audited Accounts / Interim Financial Statement</p> <p><input type="checkbox"/> Bank Statement</p> <p><input type="checkbox"/> Constitution NB. Scanned copies are acceptable if you send your application by email.</p> <p><input type="checkbox"/> Event Management Plan (Community Events only)</p> <p><input type="checkbox"/> Any additional information in support of your application</p>

Signatures Signature 1 (person submitting form) Signature 2 (Chair or senior representative of the organisation) Typed entries are acceptable for email applications
Date:	

Please return the completed application form to: Flitwick Town Council, The Rufus Centre, Flitwick, MK45 1AH. Tel: 01525 631900. Email: susaneldred@flitwick.gov.uk

Appendix 2: GRANT QUESTIONNAIRE

Please complete electronically and send to susaneldred@flitwicktowncouncil.gov.uk or in hard copy and return to the Town Clerk, Flitwick Town Council, The Rufus Centre, Flitwick, MK45 1AH.

Why we are asking you to complete this:

A few months ago, your organisation or group received grant funding from Flitwick Town Council.

As part of that process, and as we explained in our Grants Policy, all organisations receiving a grant are required to complete this questionnaire to the Town Council no later than six months after it was awarded, showing how the money was spent and how you achieved your outcomes.

The sum you received was given on behalf of the residents of the town, so this questionnaire is an important way in which we assess the success of the grant made and how it benefitted those living here.

Please answer the questions as fully and as honestly as you can and continue your answers on a separate sheet or expand the text area if you need more room. You are asked to return your questionnaire within **six months** of receiving your grant. You might find it helpful to refer to the Grants Policy document which can be found on the Town Council website: www.flitwick.gov.uk/

1. Please explain who benefitted from your project/event/initiative.

2. Did you achieve the aims you set out in your application? If so, please explain how. If not, please explain why this was not possible.

3. How did your project benefit the town and residents of Flitwick? (Please be as specific as possible and provide, for example, uptake to event/s, details of numbers who participated etc.)

4. Will there be any longer-term benefits (legacy aspects) of the project/event/initiative? If so, please explain those here.

5. How did your organisation or group acknowledge and credit the Town Council's funding (a condition of the grant)? Please list all publications, media sites, websites, literature produced and Facebook posts where you placed material and, if possible, include an example of your materials.

6. Please use this space to provide feedback about your experience of applying for a grant from Flitwick Town Council (how easy you found it, the process involved, our decision-making, whether and how you would like to work with us again etc.).

Thank you for completing your questionnaire for Flitwick Town Council Community Services Committee.