

SIDMOUTH TOWN COUNCIL



Sidmouth Town Council will consider the making of grants to local Voluntary Organisations for the year 2012/2013 at a Council Meeting in January 2012.

It is intended that the 2012/2013 grants will only be made to organisations whose applications have been approved at that meeting.

Voluntary Organisations who wish to apply for financial assistance from the Town Council in 2012/2013 are invited to complete the attached application form which should be returned to the Town Clerk, Sidmouth Town Council, Woolcombe House, Woolcombe Lane, Sidmouth, Devon EX10 9BB.

Completed applications must be received by Friday 16th December 2011.

TRINA JARRETT

TOWN CLERK

THE ISSUING OF THIS APPLICATION FORM IS NOT A GUARANTEE THAT THE TOWN COUNCIL INTENDS TO GIVE A GRANT TO ANY ASSOCIATION

NOTE: FOR PHOTOCOPYING PURPOSES PLEASE COMPLETE IN BLACK INK

SIDMOUTH TOWN COUNCIL GRANT APPLICATION FORM

This form should be completed & sent to: Woolcombe House, Woolcombe Lane, Sidmouth, EX10 9BB

QUESTION	ANSWER
1. a. Name of Organisation b. Usual Meeting Place	a. b.
2. Date of Formation	
3. Membership a. What is the age range for whom provision is made? b. What is the average attendance per meeting?	a. b.
4. Number of weeks open in a year? Membership subscription/fees a. Annual b. Per attendance	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p>Junior</p> <p>a.</p> <p>b.</p> </div> <div style="text-align: center;"> <p>Senior</p> </div> </div>
5. General statement supporting application – please refer to the Council's criteria in Appendix A.	
Date	Signed on behalf of the applicant body: Chairman

QUESTION		ANSWER	
6. Details of expenditure towards which grant is sought: Please note that the Council can only provide up to 75% of the designated project		COST	GRANT REQUESTED
A. INCOME (figures to nearest £)		_____ see notes 2 & 3 _____	
HEADING	Previous Year's ACTUAL EXPENDITURE Y/E £	Current Year ESTIMATE Y/E £	Next Year's FORECAST Y/E £
(i) SURPLUS brought forward from previous year (if appropriate)			
(ii) MEMBERSHIP Subscriptions			
(iii) GRANTS a) Local Education Authority b) National Voluntary Organisation c) Other sources -			
(iv) OTHER INCOME Net profit from canteen or coffee bar Donations			
(v) FUND RAISING			
(vi) DEFICIT carried forward to next year (if appropriate)			
TOTALS			
CAPITAL Amount of capital (e.g Reserves or Building Fund) held on behalf of the club at date of application - £			

QUESTION	ANSWER
7. If you are applying for grants towards rent, rates or maintenance of premises: a. Do you own or lease the premises? b. Do you sublet? c. If so, please state annual income	a. b. c.

8. FINANCIAL QUESTIONNAIRE

Statement of accounts for the financial year ending..... (please read notes below carefully)

9. EXPENDITURE (figures to the nearest £) _____ see notes 2 & 3 _____

HEADING	Previous Year's ACTUAL		Current Year ESTIMATE		Next Year's FORECAST	
	Y/E	£	Y/E	£	Y/E	£
(i) DEFICIT brought forward from previous year (if appropriate)						
(ii) EMPLOYEES Salaries of Leaders Wages of Cleaners Wages of Others						
(iii) PREMISES Rent Rates Heating Lighting Cleaning Repairs, decorations etc.						
(iv) ADMINISTRATIVE COSTS Printing & stationery Postage Telephone Insurance Furniture & fittings Equipment Transport & travel						
(v) OTHER (please specify)						
(vi) SURPLUS carried forward to next year (if appropriate)						
TOTALS						

NOTES

1. Please insert either 31st March or the appropriate year ending date.
2. 'Year Ending' – please insert actual date.
3. When preparing the forecast, inflation should be taken into account.

ALL APPLICATIONS SHOULD BE SUPPORTED BY A COPY OF LAST YEAR'S AUDITED ACCOUNTS

Sidmouth Town Council Grant Application

Qualitative Assessment Criteria

These criteria are used to aid Council members in their comparative assessments of grant applications which are deemed to have complied with the threshold criteria.

NOTE: not all applications will meet all of the following criteria, but to be successful they should meet one or more.

Qualitative Assessment Criteria

With respect to the area governed by the Town Council, the project:

1. Promotes the well-being of the people and community
2. Enhances and/or preserves the heritage
3. Contributes to the viability and vitality of the economy
4. Improves the cohesiveness of the community
5. Is inclusive of a wide spectrum of beneficiaries
6. Contributes towards the community's cultural life
7. Contributes to organisational and/or environmental sustainability