

Core Grant Funding 1st April 2008 – 31st March 2009 Application Form



How to Complete & Return this Form

Please complete this form in either black ink or type

This application form is for voluntary and community groups who are applying for Core Grant funding of above £5,000 only (unless advised otherwise). To be eligible for this funding you must have been identified as providing services that contribute to the Council's Medium Term Objectives. (Copy attached)

These grants are used to:

1. support key voluntary organisations
2. support groups that contribute to the social well being of the Borough's residents.

The general and specific criteria for these grants are enclosed and these should be read before completing the application form.

This is a restricted application procedure; if you have not been identified previously by the Council as being eligible for this grant but wish to apply please telephone 01344 353315 for advice before submitting an application.

All Applicants

Please ensure that you complete all of the required sections on the application form. If you do not provide the information your application will be delayed or rejected.

It is essential that you provide us with the documents requested in the General Criteria and Specific Criteria (see Q6)

Returning your Application

You should ensure that we have received your application by 29th November 2007.
Applications should be sent to:

Core Grant Funding
Strategy & Partnerships
Chief Executive's Office
Easthampstead House
Town Square, Bracknell
Berkshire RG12 1AQ
Email: grant.aid@bracknell-forest.gov.uk

Summary Details

1 Your contact details. Fields marked * are compulsory.

*Name:
 *Position:
 *Organisation name:
 *Address:
 *Post code:
 *Telephone:
 Fax:
 E-mail address:
 Web site address:

2 Have you received Core Grant Funding before, when was this and how much was awarded?

| | | |
|------|--------|---|
| Year | Amount | £ |
| Year | Amount | £ |

Not applicable

3 How much Core Grant Funding are you seeking from Bracknell Forest Borough Council? £

4 What percentage of your costs are to be covered by Core Grant Funding? %

Essential Checklist Items

In order to process your application, you must supply the documents requested in the General Criteria and the Specific Criteria for the grant you are applying for.

If you have supplied the supporting documents highlighted by an asterisk in the past then there is no need to resubmit them if they remain unchanged.

If you do not provide the information as requested your application may be delayed or rejected.

| 5 | Planning Documents | Financial Documents | Organisational Documents |
|---|---|---|--|
| | <input type="checkbox"/> Up to date Business Plan <input type="checkbox"/> Project Plan <input type="checkbox"/> Quotations/Estimates for work or equipment | <input type="checkbox"/> Your latest audited accounts <input type="checkbox"/> Your latest current account (or working account) bank statement <input type="checkbox"/> A record of the reserves you hold <input type="checkbox"/> *Reserves Policy or Statement (see Q.22 & 23) | <input type="checkbox"/> *Your Group's Constitution, Rules, Purpose or Terms of Reference <input type="checkbox"/> *Job descriptions of all paid staff where the grant contributes to salaries (see Q.14) Recommended: <input type="checkbox"/> *Equality Policy <input type="checkbox"/> *Confidentiality Policy |
| | Other planning documents (Specify): | Other financial documents (Specify) | Other documents (Specify): |

Application Form

Your Organisation

6 Please give a brief description of what the grant will fund

7 Briefly summarise the purpose of your organisation, group, service, project or activity.

8 Describe the benefits that your service, project or activity will make to the local area or community.

9 Please tell us which of the Council's Medium Term Objectives your organisation contributes to and **EXPLAIN** how it meets these objectives. These objectives are listed in the associated guidance material.

Application Form

Your Finances

| | | |
|-----------|--|---|
| 21 | How much money did your group receive, spend or have in reserves in the financial year 2007 – 2008? | |
| | Income (Money paid in) | £ |
| | Expenditure (Money paid out) | £ |
| | Free reserves or balances (Cash at bank) | £ |
| | Restricted reserves | £ |

| | | |
|-----------|---|---|
| 22 | What do you expect your group to receive, spend or have in reserves in the financial year 2008 – 2009? | |
| | Budgeted Income (Money paid in) (Excluding this grant) | £ |
| | Budgeted Expenditure (Money paid out) | £ |
| | Budgeted Reserves or balances (Cash at bank) | £ |
| | Restricted reserves | £ |

| | | |
|-----------|--|---|
| 23 | How much will you be contributing from your reserves to this service, project or activity? | £ |
|-----------|--|---|

| | | |
|-----------|--|---|
| 24 | What community based fundraising activities do you plan to undertake to contribute to your service, project or activity and how much do you hope to raise? | |
| | | |
| | Target funds | £ |

| | | | |
|-----------|---|--------------------|---------------------------------------|
| 25 | Please provide details of any other forms of assistance, both financial and non-financial, that you have received? Please ensure that you include details of any funding that you receive from Bracknell Forest Borough Council. | | |
| | Financial Assistance | | |
| | Source | Contact Name | Amount Requested Amount Received |
| | | | |
| | Non Financial Assistance | | |
| | Source | Type of assistance | |
| | | | |

Bracknell Forest Borough Council
Application for **Core Grant Funding**
for use in the period 1st April 2008 – 31st March 2009

Application Form

Your bank details. All fields are compulsory.

Bank / Building Society

Address

Post code

Sort Code

Account number

Signatory name (1)

Signatory name (2)

Other Information

Please feel free to add any additional information in support of your application.

Declaration

Should Bracknell Forest Borough Council decide to award a grant, you will be required to sign a form of agreement which will contain conditions relating to the grant. One of these conditions is that you confirm that the information supplied in this form is, to your best knowledge and belief, true and correct and that you will inform the council if there is any change in this information. In the event that this condition is breached then the council may terminate the agreement and require all or partial repayment of the grant.

Office Use Only

| Administration |
|--|
| Acknowledged: __ / __ / __ |
| Sent to Grant Officer: __ / __ / __ |