



## **APPLICATION FOR GRANT FUNDING** **GUIDANCE NOTES**

Rugeley Town Council awards grants to local organisations to assist them to achieve their aims and objectives. The Council has a policy of assisting local community groups ie those based in Rugeley or national bodies with an independent branch in Rugeley, providing support to residents of Rugeley.

Applications must be from a properly formed group, club, committee, voluntary or charitable organisation that benefits Rugeley residents. These organisations should have:

- A constitution / set of rules
- A bank account
- Public Liability Insurance

The council will not normally consider grants to individuals. Grant to individuals will only be considered where there is a wider benefit to the residents of Rugeley.

**This information is aimed at helping you complete the application form correctly, as incomplete forms will be returned for the necessary information to be provided.**

- Please complete the form clearly in **BLACK INK** and BLOCK CAPITALS, as it will need to be photocopied.
- You are advised to keep a copy of the completed form.
- All applicants must have a group bank account, the name of which is to be given on Page 1. Cheques WILL NOT be made payable to individuals.
- Make sure the contact name on the front of the form is of someone who has authority to act on behalf of the group and answer any queries regarding the completion of the form.
- Where possible, please give a telephone number where we can contact you during normal working hours.

Q1.1 – Please give details of what the grant money would be used for.

Q1.2 - Please identify how you know that the grant is required eg a survey or a health and safety need?

Q1.3 – Explain how success will be measured eg a satisfaction survey or number of people using the service etc.

Q2.1 – Identify where other funds are coming from to support this project. Please enter NIL if no other funding is being sought.

Q2.2 – Please enter a breakdown of project costs eg transport, items purchased etc





Q2.3 – Should the Town Council not fully fund the project, how will you fund the gap?

Q3 – Please complete the details about your organisation.

Q4 – This must be completed by a member of your organisation authorised to apply for this grant – this may be different to the person whose name is in the contact details.

Unless previously agreed with the Town Council, all applications must be accompanied by:

- a) A formal constitution or written evidence that you are working towards formalising one;
- b) A note of your current sources of funding eg donations / subscriptions / grants etc.
- c) Copies of your Child Protection Policy, if applicable to your groups;
- d) Protocol for working with vulnerable adults, if applicable to your groups;
- d) A copy of your Public Liability Insurance if held in your group's name or evidence showing how you are covered for example, the premises may hold a policy that covers all activities within the building;
- e) If you own or are responsible for the premises where you meet, you will need to provide written confirmation that your organisation has undertaken a disability audit of the premises;
- f) Have you carried a risk assessment of your activities? If yes, please include a copy.
- g) A copy of the last years audited accounts.
- h) A copy of the last annual report or, if this is not available please give a brief outline of the group's activities over the past year on a separate sheet.

**The completed form must be signed and dated by a responsible person in your organisation.**

**Applications for Grants can be accepted throughout the year.  
The final submission for Grants is 31 January of that given  
year.**

**You will be notified of success following the Finance and Management Committee meeting held subsequent to your application.**

If you have any questions regarding the application form or would like any assistance completing it then please contact:

Town Clerk  
Rugeley Town Council  
Email: [clerk@rugeleytowncouncil.gov.uk](mailto:clerk@rugeleytowncouncil.gov.uk)  
Tel: 01889 574074

