



GRANT APPLICATION GUIDELINES

The Town Council awards grants to community groups, charities and other organisations that provide a positive benefit to the people of Bletchley and Fenny Stratford. Grants can be for any amount between £50 and £5,000. Both your group and your project must be eligible if you want to apply and you need to fill in different parts of our form depending on the size of the grant you want.

“One of our primary purposes is to facilitate the work of others who are making a positive difference to our area and community.”

We advise all applicants to ring us or come in and talk to us before completing a form as there may be several ways we can help you. We also suggest you look at the

Council’s Statement of Purpose, Aims and Objectives for the year which is on our website at www.bletchleyfennystratford-tc.gov.uk .

Eligibility Criteria

Who can apply?

Community groups and organisations (including faith groups)

Registered charities

Voluntary sector organisations

Sports clubs

Social enterprises

Who cannot apply?

Individuals

Statutory bodies

For profit businesses

Party Political Groups

Groups without a management committee, constitution or relevant policies

Projects we may fund

Any activities or projects which add to the well-being of our residents

Any activities or projects which physically improve our parish

Equipment or resources for the above

Pilot projects for the above

Development costs for existing projects

Projects we will not fund

Projects that do not directly benefit our parish

Projects promoting political or religious beliefs

Core funding not related to an event, service or activity eg rent, staff salaries

Grants to be distributed to other bodies

Goods or services which should be provided by a statutory body

Specific fundraising events

What we look for in an application

- Evidence that the activity/project meets a genuine need
- Information demonstrating this is the best way to deliver the project /activity
- Information about how the project will benefit the residents of the parish
- Value for money
- Evidence of funding or benefits in kind from other sources
- Inclusivity

How to apply

1. Complete our form

If you are applying for a grant of £501 or more please fill in **all areas** on the form

If you are applying for a grant of less than £500 fill in the **questions highlighted in blue only**

(There are a completed sample grant forms available to help you with the application.)

2. Collect supporting information

Check what additional information you need to send us to support your application.

As a minimum will need to see:

- **Constitution** or Rules relevant to your organisation/group
- **Policies:** health and safety, safeguarding, etc.
- **Financial information** for existing organisations: audited accounts or a statement of income or expenditure for the last 2 years.
- New organisations: **evidence of a bank account** will be required
- **Charity registration number** (if relevant, please include on form)
- **Written Quotations/Costs** Attach relevant quotations or complete the details on the form

3. Submit your application

Send your completed application along with any supporting evidence to

Bletchley & Fenny Stratford Town Council
Bletchley Library
Westfield Road
Bletchley
Milton Keynes
MK2 2RA
Tel No: 01908 649469

e-mail: info@bletchleyfennystratford-tc.gov.uk

4. Council Decision

We will acknowledge receipt of your application and ask for any additional information we may need. We will tell you the date of the meeting when the application will be considered. You are welcome to attend the meeting and speak briefly to the council about why you want a grant. This gives councillors the chance to ask questions about your project. We try to process grants as quickly as possible but it will usually take 6-8 weeks.

If you have any further questions about the application process please do not hesitate to contact Bletchley and Fenny Stratford Town Council, email info@bletchleyfennystratford-tc.gov.uk or 01908 649 469.

Intentionally Blank



GRANT FUNDING APPLICATION FORM

OVERVIEW

Brief overview of application:

Name of project /activity:

Amount requested :

Start Date :

Date application received:

(office use only)

Date of meeting to be discussed:

(office use only)

Approved/Declined (please delete) if no state reason.

(office use only)

ABOUT THE PROJECT

1 What is the purpose of your activity/project?

Continue on separate sheet if required

2 How will it benefit the community?

Continue on a separate sheet if required

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3 What is the start date of your project?	
4 Total cost of project	£
5 Have you applied for funding from other sources? If yes give details	
6 Have you been able to secure any support from volunteers to assist with the project or goods or sponsorship from other organisations? If yes give details	
7 Break down of costs. Items required/quotes etc.	
	Cost
8 If the funding applied for is not the total cost of the project how will the remainder required be funded?	

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YOUR ORGANISATION

9	Name of Organisation			
10	Address for correspondence			
		Postcode		
11	Email			
12	Telephone/Mobile			
13	Website (if applicable)			
14	Applicant Contact name			
15	Type of organisation (please tick) *Insert registration/company/charity number if required	Registered Charity *		
		Voluntary/Community Group		
		Community Interest Company CIC*		
		Other		
16	Is your organisation new/ what date was it formed?	Date established (if applicable)	New	

FINANCE

17	Please give details of your turnover in the last 2 financial years or attach copies of your accounts.			
20 /20	Income £	Expenditure £		
20 /20	Income £	Expenditure £		
18	Does your organisation have a bank account?	YES	NO	
If NO what process will you have for dealing with the funds if they are approved? (please state)				

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Bank/building society name	
Bank/building society address	
Name of account holder	
Account Number	
Sort Code	

CHECK LIST for application	Please tick
Constitution or Rules In addition please include a list of names and addresses of the management committee (for Town Council information only)	
Finance information	
Charity or Company Number	
Policies relevant to your application.	
Appropriate signatures for the funding	
All written costs/ quotations	

DECLARATION

We confirm that the information given in this application is correct

We agree that information about the successful application may be used on the Town Council website and social media.

We agree to provide a written report setting out the way in which the money has been used. Include photographs or other information if relevant. This **MUST** be submitted within the first three months of the grant being awarded.

We are authorised to make this application on behalf of:

1st Signature	Name	Date	Position
2nd Signature	Name	Date	Position