



**GREAT DUNMOW TOWN COUNCIL**

**SCHEME OF GRANTING FINANCIAL ASSISTANCE**

**APPLICATION FORM**

**Please complete the form clearly in black using capital letters.  
Continue on another sheet of paper if necessary.**

**DEADLINE noon 9<sup>th</sup> March 2023**

| <b>YOUR ORGANISATION</b>                                                                         |  |
|--------------------------------------------------------------------------------------------------|--|
| Name of Organisation                                                                             |  |
| Summary of aims and objectives                                                                   |  |
| Age groups specifically catered for, if any                                                      |  |
| Is the organisation non-profit making?                                                           |  |
| Is the organisation a registered charity?<br>(if so, please give registration number)            |  |
| Number of members in the organisation                                                            |  |
| Number of members resident in<br>Great Dunmow                                                    |  |
| Is membership restricted in any way?                                                             |  |
| Do you charge a membership fee, or charge for access to<br>your facilities? Please give details. |  |

**DETAILS OF GRANT APPLIED FOR**

1. Purpose for which the grant is required.

2. Please tell us how Great Dunmow residents will benefit, particularly relating to any of the following:

- Reducing Social Isolation,
- Connecting Communities
- Impacting Mental Health
- Improving Activity, Diet and Weight Management
- Impacting on Learning Disabilities

|                                                                                      |  |
|--------------------------------------------------------------------------------------|--|
| Total cost of project                                                                |  |
| Amount of grant requested                                                            |  |
| Funds available from organisation's own resources                                    |  |
| Funds granted from other bodies (please give details)                                |  |
| If there is a shortfall in these figures, how do you propose to fund the deficiency? |  |

**PREVIOUS APPLICATIONS**

Please give details of all grant applications made by your organisation to the Town Council, whether successful or not, in the last five years.

**ACCOUNTS**

Please attach a copy of your most recent accounts and balance sheet to this application. If you are a new organisation without past accounts, please attach a copy of your budget for the year.

|                                        |  |
|----------------------------------------|--|
| Name of person making this application |  |
| Address for correspondence             |  |
| Tel:                                   |  |
| Email:                                 |  |

|                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>DECLARATION</b>                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                              |
| <p>I confirm that I am authorised to make this application on behalf of the organisation above.<br/> I certify that the information provided is correct.<br/> I undertake on behalf of the organisation that any financial assistance offered will only be used for the purpose for which it was granted and will be returned to the Town Council if it is not required for that purpose.</p> |                                                                                                                                              |
| Signed                                                                                                                                                                                                                                                                                                                                                                                        | Date                                                                                                                                         |
| Name                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                              |
| Capacity in which signed                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                              |
| <p>If your application is successful, please indicate the organisation to which the payment should be made.</p> <p>Please give bank account &amp; sort code for BACS payment or tell us who the cheque should be made payable to.</p> <p>Cheques can only be made payable to the name of the organisation's bank account, not an individual.</p>                                              | <p><b>Organisation Name:</b></p> <p><b>Account No:</b></p> <p><b>Sort Code:</b></p> <p><b><u>OR</u></b></p> <p><b>Cheque payable to:</b></p> |

Please return the application form with supporting documents to:

The Town Clerk,  
Great Dunmow Town Council,  
Foakes House, 47 Stortford Road,  
Great Dunmow, Essex CM6 1DG

Email: [info@greatdunmow-tc.gov.uk](mailto:info@greatdunmow-tc.gov.uk)



## GREAT DUNMOW TOWN COUNCIL

### SCHEME OF GRANTING FINANCIAL ASSISTANCE

1. Successful applicants will receive their grants during the financial year in which they are agreed (1<sup>st</sup> April – 31<sup>st</sup> March).
2. The Council will consider applications for grants for up to £500. Grants are limited by the amount available in the current round. Ask the Town Clerk for more details.
3. Applicants need to complete the Council's application form and provide all the information requested.
4. Applications will not be accepted from businesses.
5. Applications can be made for revenue expenditure (excluding salaries) or capital projects, but grants will not be made to organisations applying for (adult) clothing eg uniforms or branding.
6. The Council will consider the purpose of the grant, the organisation's accounts, how the grant will benefit the residents of Great Dunmow, how it links with Health and Wellbeing, and any approaches made to other funding sources.
7. Organisations are not restricted to the number of applications they make, but the history of previous applications will be considered in the decision-making process.
8. Grants awarded for the purchase of goods or services will be paid on receipt of a receipted supplier's invoice. However, special arrangements may be made if an organisation demonstrates that cash flow prevents this.
9. Grants awarded must be requested for payment within twelve months of the date of the award. After this time the offer will be withdrawn.
10. Where a grant is offered for a project in the planning stages, the Council may pledge a sum which will become payable when the project is underway. In this case the offer will be kept open only for a limited period. The project must have commenced, or a firm commitment made to a start date, before the grant can be claimed, and this must be within twelve months of notice of the grant being made. After this time the offer will be withdrawn.
11. Grants awarded are within the Council's grant budget which is set annually. You are advised to contact the Town Clerk to check the budget available before submitting your application.
12. Applications will usually be considered at the January and July meetings of the Finance & Policy Committee and applicants will be informed of the outcome after that meeting.
13. The Council's policy is to grant financial assistance to local projects only, and not national or county appeals. However, local branches of national organisations may apply.
14. The Council will not give financial assistance to charities operating overseas or to a fund established to help persons outside the UK. Through the General Power of Competence, the council will consider giving financial assistance to individuals.
15. A condition of receiving the grant is that organisations are required to acknowledge the Council's support in their publicity material.

Please note that your application form, accounts and other information may be copied and placed on the public agenda for the meeting (no personal data will be disclosed)