

# Pennines Township Grant Application Form 2009/2010

Ref No:

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**PLEASE READ THE CRITERIA AND THE TERMS AND CONDITIONS INSIDE BEFORE  
COMPLETING THIS FORM**

## What is a Township Fund Grant?

Pennines Township has a fund that can be used locally to benefit the people of Pennines. **Any proposal can be considered so long as you can show how you benefit your local community.**

## Who can apply?

Any **local community organisation** can apply. Please note that if you are not part of a community group or organisation your application will not be considered. **Applications by an individual will not be considered.** Start-up grants for new community groups will be considered if full details of your proposal are given. If you are a new group that wants to start up, please include the names and addresses of all local people who are involved in your project.

Special consideration will be given to groups without their own funds/with limited alternative means and those in areas not benefiting from other funding opportunities. We are keen not to exclude any local group from applying, so please let us know if you have any concerns or queries.

## Who decides?

The Pennines Township Fund Grants Committee is made up of 12 Pennines Councillors. The Committee meet 4 times per year and make the decision on how to allocate the Township Fund and consider grant applications.

The next meeting is  and the closing date for applications is

To give all applicants the same opportunity, full information is required on every application form. **Late or incomplete applications will not be presented for consideration.**

Every application will be considered fairly and a representative of your organisation will be welcome to attend the Committee.

## If you need any help or advice on completing this form please contact:

Helena Kelly  
Pennines Township Office  
Hare Hill Park  
Hare Hill Road  
Littleborough  
OL15 9HF

Tel: 01706 757600

Fax: 01706 757615

e-mail: pennines.township@rochdale.gov.uk

## PLEASE RETURN THE COMPLETED FORM TO THE ABOVE ADDRESS

This application form is available on the Council WebSite: [www.rochdale.gov.uk](http://www.rochdale.gov.uk). If you would like the form in large print, another language or any other format please contact the Township Office

**PLEASE COMPLETE ALL SECTIONS OF THE APPLICATION FORM. (Failure to complete all sections may result in your application being delayed).**

Name of Organisation/Group:						
Name on Bank Account: (This will be the name on any cheque issued)						
Account Number:				Sort Code:		
Address where your organisation meets:						
Postcode:			Telephone Number:			
Contact Name:						
Position held in the organisation/group:						
Contact Address (if different from above):						
Postcode:			Daytime Telephone Number:			
Is your group new? (less than 12 months old)						
<p><b>YES</b> – If you already have a constitution or terms of reference please enclose, otherwise please enclose details of who is involved in your group and minutes/ notes of your first meeting/s</p> <p><b>NO</b> – Please enclose a copy of your organisation’s constitution or terms of reference</p>						
Have you submitted accounts to your Annual General Meeting?						
<p><b>YES</b> – Please enclose a copy of these accounts, along with any later accounts</p> <p><b>NO</b> – Please attach evidence of your organisation’s income and funding available to you.</p>						
Does your group have a Child Protection Policy? (Please tick relevant box)				Yes	No	Not applicable
Have staff (paid or unpaid) been CRB checked? (Please tick relevant box)				Yes	No	Not applicable
Briefly describe the main purpose/aims of your organisation:						
How many people will benefit from this funding:						
How many members do you have:						
What age groups are your members from? (Please list numbers of each age group in boxes given):						
0 – 5 years	6 – 10 years	11 – 19 years	20 – 25 years	26 – 50 years	50 – 60 years	Over 60 years

Does your organisation involve people from: (please tick)

The immediate local  
community (i.e. Ward)

Pennines  
Township

Throughout the  
Rochdale Borough

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**If your project involves individuals from more than one Township, you must forward a separate application to each Township. You will be informed of when Committees meet and if any further information is required.**

*"Please note that applications which do not clearly state how the project/scheme will specifically benefit the Township will not be eligible for consideration".*

**Please indicate which Pennines Township Priorities this Grant meets:-**

<b>Environment</b>	<input type="checkbox"/>	<b>Old People</b>	<input type="checkbox"/>	<b>Tourism</b>	<input type="checkbox"/>	<b>Young People</b>	<input type="checkbox"/>
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*If in doubt, please ring Helena Kelly at the Township Office for clarification.*

**When and Where** will the scheme/project commence/take place? *(Please note any event already running will be ineligible to apply).*

Briefly describe your proposed project/scheme, and how it will benefit the community:

What is the total cost of the proposed scheme (inc. VAT)?

How much grant are you applying for?

How much will your group be contributing?

Have you applied for any other grant/funding for this project/scheme?

*(If yes please give full details of body applied to, amount, decision or date decision expected)*

Have you received any other grant/funding for this project/scheme? <i>(If yes please give full details of body applied to and amount awarded)</i>			
Please list each item of expenditure (inc. VAT), and enclose at least one written estimate – from a potential supplier/contractor.			
If your application is successful what part of your proposal would it pay for?			
What would happen if you did not receive a Township Grant?			
If you have done a similar thing in the past how was it funded?			
Have you applied for or received a Township Grant before? <i>(if yes please give details)</i>			
Is your Organisation listed on our database to receive our information e.g. Township Newsletter, Events Calendar etc. <i>(Please tick relevant box)</i>	Yes	No	Unsure
If you are not on our database would you like to be? <i>(Please tick relevant box)</i>	Yes		No

### Declaration

The information provided in this application is to the best of my knowledge correct and true. I have received, read and will abide by the terms and conditions. I agree that the information I have provided can be used to seek other suitable funding for my organisation. You may also share this with other grant providers. This application is made with the knowledge and approval of the group.

<b>Name</b> .....	<b>Name</b> .....
<b>Position</b> .....	<b>Position</b> .....
<b>1<sup>st</sup> Signature</b> .....	<b>2<sup>nd</sup> Signature</b> .....
<b>Date</b> .....	<b>Date</b> .....

# Pennines Township Fund

## GRANTS CRITERIA, TERMS & CONDITIONS

### 1. Who can apply?

- (a) Local community, residents' groups, voluntary or activity organisations.
- (b) The organisation must be non-profit making, and either have a constitution or terms of reference. If your group is less than 12 months old and you do not yet have a constitution or terms of reference, you must enclose details of who is involved with the group and minutes/notes of your first meeting/s
- (c) Organisations applying for funds must have a bank account as payments are made by cheque in the name of the organisation's bank account.

### 2. What can I apply for?

- (a) Funding towards equipment and items for schemes/projects that will be running within the Pennines Township boundaries.
- (b) Schemes which both benefit and involve the community.
- (c) Equipment which will help to develop your organisation.
- (d) Schemes which are not duplicating existing services.
- (e) Social activities (maximum of £500 only).

### 3. What or who cannot be funded?

- (a) An application will not be considered if alternative funding is available, e.g. Schools, etc. with a Council budget. (Groups such as PTA, Governors or 'Friends of' may be considered providing that the application concerns a specific project, which would also benefit the wider community).
- (b) Applications from groups or organisations, which promote religion or political activities (an application from a religious group that is for a project that would benefit the community may be considered).
- (c) Staffing expenses and general running costs (e.g. utility bills, etc).
- (d) Hire/rent of venues.
- (e) Support for the general work of charities, including fundraising events.
- (f) Schemes which the Council should do as part of its duties.
- (g) Application from individuals.
- (h) Applications must be restricted to one application per one event/project. Applications from different user groups of the same project or centre for the same event at the same time are not eligible.
- (i) Applications for events/projects or items that are already up and running or have already been funded or purchased. All approvals must be obtained before a grant is spent

- (j) Applications which do not clearly state how the project/scheme will benefit the Pennines community are not eligible.

#### **4. The organisation's responsibilities**

- (a) Applications must be submitted prior to the closing date. Applications received after the closing date will be deferred to the next meeting.
- (b) Applicants are responsible for ensuring that all necessary permissions (such as planning permission), regulations (such as health and safety) and insurance relating to their project/event are in place.
- (c) The grant must be used for the purposes for which it was approved.
- (d) Decisions made by Pennines Township Fund Grants Committee are only formally agreed after a 10 day call in period, therefore, all notifications to organisations will be made no sooner than 10 days after the Committee meeting. So applicants must not make arrangements to spend the grant until they have received formal notification of the award.
- (e) Where relevant, written estimates should be included with the application form.

#### **5. Conditions of the grants**

- (a) Applicants are limited to one Pennines Township grant in any two consecutive financial years.
- (b) Applicants will be asked to indicate if they have funding or are seeking support from other sources. Pennines Township Fund Grants Committee looks favourably on projects where a contribution in cash or kind is being provided from other sources.
- (c) Following approval a time limit will be set for the spending of the grant. This timescale will take into consideration the circumstances, but will not exceed 6 months, (Committee approval must be sought if an extension to this period is required).
- (d) The Council is not liable for any damage or loss arising from the use of any item purchased with grant monies, or arising from any activity funded by the grant. Nor is the Council liable for any defect in any article purchased, or for any default by a contractor.
- (e) The Council reserves the right to withhold or reclaim the grant money or items purchased with the grant, if the terms and conditions are not adhered to.
- (f) The Council's approval must be sought for the disposal or transfer of any items acquired with the grant.
- (g) The Council reserves the right to add specific conditions relating to payment of the grants, the purpose of the grants and or the activities to be funded.
- (h) Successful applicants must complete and return an evaluation form (supplied on approval), giving details of how the grant was used and accompanied by invoices/receipts. Failure to return an evaluation form will result in a claim for the return of the grant.
- (i) Past applicants who have delayed submitting relevant invoices or spent the allocation on items other than the agreed award will be asked to submit invoices prior to receipt of the award for all future applications.