

Heywood Township Grant Application Form 2009-2010

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

What is a Township Fund Grant?

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

Who can apply?

Any **local community organisation** can apply. Please note if you are not a community group or a community organisation your application will not be considered. **Applications from an individual will not be considered under any circumstances.** 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.

To give all applicants the same opportunity, full information is required on every application form. **Late or incomplete applications, or applications not from a community organisation will not be presented to the Sub-Committee for grant consideration.**

Who decides?

The Heywood Vision and Commission Sub-Committee is made up of all 9 Heywood Councillors. The Sub-Committee meets regularly throughout the 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

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 the grant application form please contact:

Heywood Township Office
The Phoenix Centre
Church Street
Heywood
OL10 1LR

Tel: 01706 922229

Fax: 0845 190 5610

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

PLEASE RETURN THE COMPLETED FORM TO THE ABOVE ADDRESS

The application form is available on the Council Web Site: www.rochdale.gov.uk. If you would like the form in large print, another language or any other format please contact the Township Office

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FILE REF: HT - 22-01/

This application must be signed by TWO people from your group. At the end of this application you will be asked to confirm you have both read and understood the information explaining whether your community organisation can apply for Grant Funding, and that your community organisation is happy to comply with the terms and conditions of any grant offered, as explained on the accompanying information sheet.

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

Name of your Community Organisation / Group:	
Bank Account Name - (<i>This will be the name on any cheque issued</i>)	
Bank Address (inc. postcode)	
Sort Code - - Bank Account Number	
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 that 12 months old) PLEASE CIRCLE YES OR NO	
YES – 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	
NO – Please also enclose a copy of your organisations constitution or terms of reference	

Have you submitted accounts to your Annual General Meeting?

YES – Please enclose a copy of these accounts, along with any later accounts

NO – Please attach evidence of your organisation’s income and funding available to you.

Briefly describe the main purpose/ aims of your organisation:

Does your group have a Child Protection Policy? Yes No Not Applicable

Have staff (paid or unpaid) been CRB Checked? Yes No Not Applicable

How many members do you have?

How many people do you have in your organisation from each of the age groups below?

0-5	6-10	11-19	20-25	25-50	50-60	Over 60

Does your organisation involve people from: (please tick)

The immediate local community (i.e. Ward) Heywood Township Throughout the Rochdale Borough **

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

When and Where will the scheme/project take place? (Please note any event already running or items purchased before notification of the grant will be ineligible).

Describe your proposed project/scheme.

How will your proposed project/scheme benefit the **HEYWOOD** community

How many people in **HEYWOOD** will your project benefit?

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

How much Grant are you applying for? (**GRANT AWARDS ARE LIMITED TO NO MORE THAN £500.00**)

How much will your group be contributing?

Have you applied for any other grant/funding for this project/Scheme? **It is important that these are declared on this form. If you have not applied for funding elsewhere, please give your reasons.**
(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? **It is important that these are declared on this form.**
(If yes please give full details of body applied to and amount awarded)

Please list each item of expenditure (inc. VAT), and enclose at least 1 written estimate – from a potential supplier/contractor.

If your application is successful what part of your proposal would the grant pay for?

What part of your proposal would your own funding/contribution 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? (if yes please give details)
Is your Organisation listed on our database to receive our information e.g. Township Newsletter etc. YES/ NO/ UNSURE delete as appropriate.
If you are not on our database would you like to be (please tick) <input style="float: right; margin-left: 20px;" type="checkbox"/>

DECLARATION

The information provided in this application is to the best of our knowledge correct and true. We have received, read and will abide by the terms and conditions. We agree that the information we 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 our community group.

1st Signature	2nd Signature
Print Name	Print Name
Position in Group	Position in Group
Date	Date

<p>PLEASE CONFIRM YOU HAVE ENCLOSED THE FOLLOWING DOCUMENTS</p> <p>PLEASE INDICATE YES OR NO</p> <p>ANNUAL ACCOUNTS - YES/NO</p> <p>CONSTITUTION OR TERMS OF REFERENCE - YES/NO</p> <p>BANK CREDIT FORM – YES/NO</p> <p>EQUALITY & DIVERSITY FORM – YES/NO</p>
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