

Middleton Township Committee is proud of Middleton's past and wants to ensure that its future is as rich. At the heart of all the Committee's decisions is the vision to create a friendly, clean and safe town, with diverse, skilled and harmonious communities proud of their heritage and looking towards a prosperous future as part of the Manchester City Region.

Middleton Township funds can be used to offer support to organisations and projects that are of direct benefit to the community and the environment of Middleton. Any local constituted community organisation can apply for a Middleton Township community grant. 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.

Please read the information contained in this guidance document carefully before completing the application form.

Before you send your application to us, please check that you have answered all the relevant questions. To avoid any delays in processing your application we ask you to include all the additional information that is requested. **Applications that are received incomplete or do not have the correct supporting documentation will be returned.**

APPLICATION FORM GUIDANCE

SECTION 1 – NAME OF PROJECT

Give your project a name unique to the activity/event.

SECTION 2 – APPLICANT DETAILS

- a) Give the full name of your organisation as set out in your constitution or governing document. In the interests of transparency, you must enclose separate details of your links or partnerships with any other organisations, particularly if they are involved in delivering this project or processing payments.
- b) Please tick all that apply.
- c) Help us understand the purpose of your organisation with an explanation of activities or services provided:
 - what your organisation aims to achieve
 - what it does to achieve these aims
 - current activities
- d) Complete with your full name. The named contact must be one of the people who signs the declaration at the end of form and need to be available during office hours and over the age of eighteen.

- e) Please give a land line and mobile where possible, and an indication of when you are available.
- f) The address should be of the person who submits the application.
- g) Your email address should be capable of receiving PDF and similar document formats.
- h) Optional.

SECTION 3 – ORGANISATION FINANCES

- a) Tell us if your organisation has applied for or received a Township grant before.
- b) Provide details of grants applied for or received with dates, amounts and what the grant funded.
- c) If more than 50% of your annual base budget/income comes from Rochdale Council, please specify the amount of budget/income received from each Council Service.

SECTION 4 – PROJECT FINANCES

In this section you are asked to provide a clear idea of how much money you need for your project.

- a) Tell us how much the project will cost.
- b) The amount of grant you're asking from us.
- c) The total amount you need from other sources (including your own reserves) to carry out the project. (b + c should equal a).
- d) Provide us with details of any other funding your organisation have applied for or plan to, particularly for this project, and if any of these applications have been successful.
- e) List what you intend to spend the funding on. Enclose quotations, cost estimates or extracts from catalogues. At least two quotations will be required for any items to be funded that will cost £1,000 or more to demonstrate value for money.

SECTION 5 – ABOUT YOUR PROJECT AND JUSTIFICATION

Describe your project in as much detail as possible. You may enclose further supporting information. Also this section is your opportunity to make a case for why this funding would make a real difference. Be as specific as possible about what you hope to achieve or change with the grant.

SECTION 6 – SUPPORTING DOCUMENTATION

In this section you need to show that your organisation is set up properly to manage a grant.

- a) Ensure you enclose the most recent annual accounts and copy of your organisation's latest bank statement. If your organisation has been running less than 12 months, we will accept copies of your organisation's last three consecutive recent bank statements. Information from annual accounts and bank statements will be used in the grants decision making process.
- b) Please enclose a copy of your constitution, governing document or equivalent. If you are a registered charity, please give your registration number. For assistance in preparing a constitution/governing document, contact CVS Rochdale on 01706 631291 or email info@cvsr.org.uk.
- c) If your project works with children and young people under 18 years old or vulnerable adults, please confirm that your organisation has child protection policies/procedures and Criminal Record Bureau (CRB) checks in place for staff and volunteers. For guidance on safeguarding children and young people or vulnerable adults, information can be found on the NSPCC website www.nspcc.org.uk or contact CVS Rochdale.
- d) Enclose relevant quotations, cost estimates or extracts from catalogues relating to the breakdown of proposed expenditure.

SECTION 7 – DECLARATION

Read the declaration carefully, and make sure you are entitled to make this declaration on behalf of your organisation, and that you do so with their knowledge and permission.