

**KETTERING BOROUGH COUNCIL
APPLICATION FORM
FOR SMALL GRANTS**

Prior to completing this application form, please ensure that you read the guidance notes. If you are still unsure of the information required, contact the Grants Officer for further support.

Applicants should complete all sections of this form. Within each section, group applications are required to complete **Part A** only and individual applicants **Part B** only.

SECTION ONE : ABOUT YOURSELVES

PART A

1A GROUP APPLICATION

(1) **Organisation name.** This should be the full name of the organisation.

(2) **Postal Address**

Address:

.....

Postcode: Telephone No:

(3) **Name of the main contact authorised by the organisation**

Name:

Position:

Telephone No:

(4) Status of the organisation. *Tick the one which applies*

Unregistered voluntary or community group

Registered Charity Registration Number

Awaiting registration as a charity Reference Number

Exempt or excepted charity registered with the Inland Revenue Reference Number

Industrial and Providence Society

Charitable Trust

Charitable Company Limited by Guarantee

Other (*please state*)

(5) What are the main aims of your group?

SECTION TWO : ABOUT THE PROPOSED INITIATIVE

(1) All applicants should tick which of the following objectives the initiative(s) will be supporting if a grant is agreed.

Protection and enhancement of the environment

- essential minor works to community facilities
- crime prevention advice and other community safety initiatives
- pocket parks/community gardens

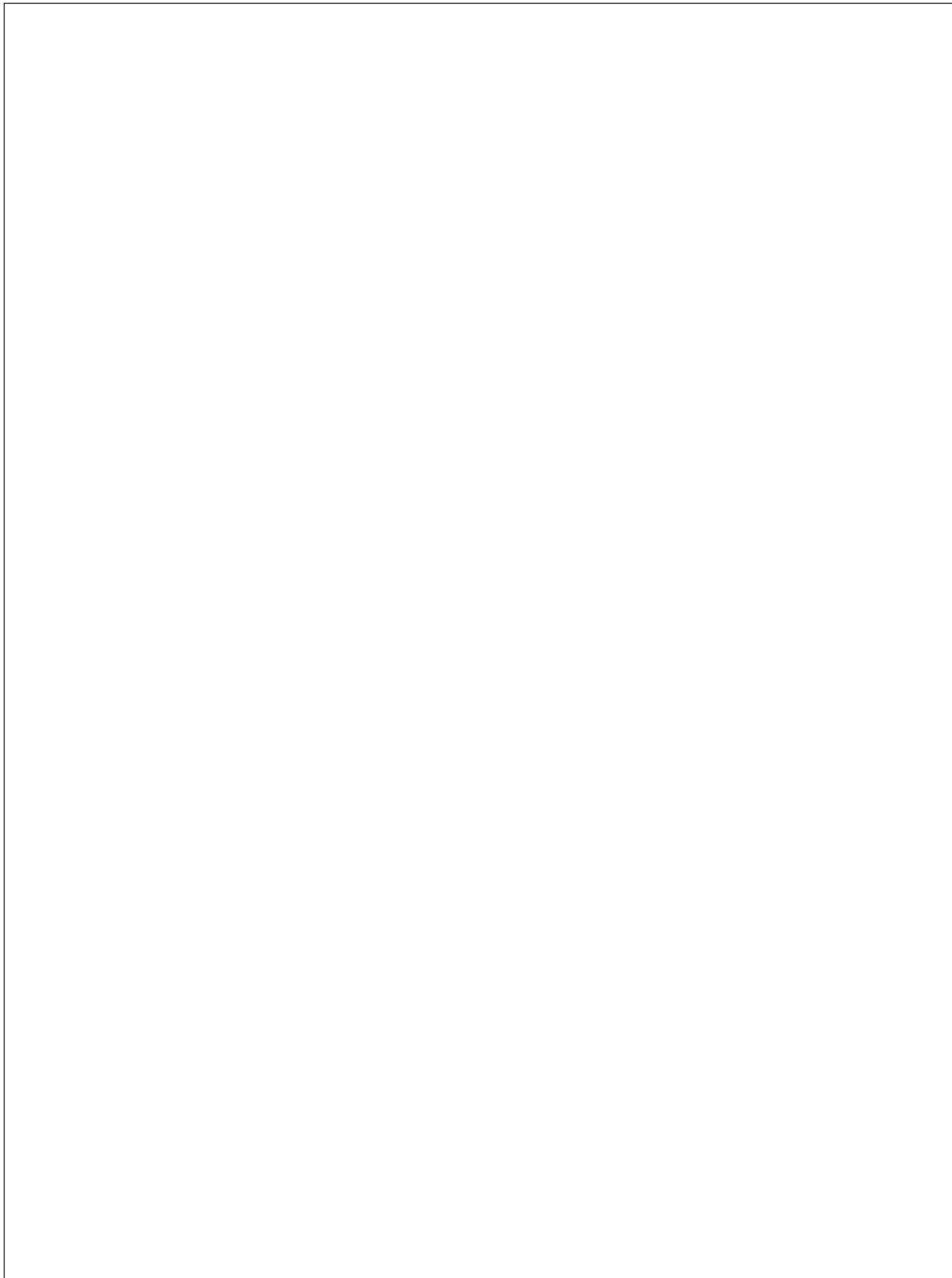
Reducing the effects of poverty (including social inclusion, equality of opportunity and access)

- projects benefiting young people (eg holiday playschemes, support for individual young people with exceptional sporting ability who would otherwise be unable to participate in national/international level competition; young people participating in projects which benefit communities in developing nations; opportunities for children and young people to participate in social and educational activities who would otherwise be excluded
- opportunities for individuals and community groups to organise and participate in community, social, leisure activities which focus on those facing most disadvantage, including geographic isolation

Supporting the development of the Community/ Voluntary Sector

- start-up grants for new groups
- hire and/or purchase of equipment

- (2) Please describe (all applicants) how the initiative will help to meet the above objectives you have identified and who will benefit from the initiative.



* Please check with land/premises owner to confirm that all planned activities are covered by a relevant licence. For further information please contact the Central Licensing Office – telephone 01832 742102.

**SECTION THREE : FINANCIAL POSITION AND PROPOSED
USE OF THE REQUESTED GRANT**

3A GROUP APPLICATION

- (1) Does your organisation receive regular income from any source? What is this income for?

Level of annual income: £

Details of who supplies that income

.....

.....

What is the income for?

.....

.....

- (2) What is your organisation's current financial position?

Balance as at end of financial year:£

Tick

Please enclose a copy of the *enclosed*
Group's latest financial statement

If balances represent more than three months' running costs please explain why Council funding is required:

.....

(3) Level of grant requested and breakdown of costs

Grant requested: £
Costs relating to this request: £
	£
	£
Total cost of initiative £

(4) Have you applied for financial support from other sources?

Applications to:	
(i) Organisation	Amount
(ii) Organisation	Amount
(iii) Organisation	Amount
If any of the above are confirmed, please state what contributions have been secured:	
.....	
.....	
.....	

(5) Have your Group received a grant from this Council? YES/NO

If yes, when was this and what was it for?

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(6) Bank Account details:

Name of Account

Bank/Building Society name

Bank/Building Society address

Sort Code

Account Number

How many people are required to sign cheques/withdraw money?

Please give names of authorised signatories:

1. _____

2. _____

3. _____

3B INDIVIDUAL APPLICATION

(1) What is the total cost of the initiative to be undertaken?

Total: £

(2) Have you applied for financial support from other sources?

Applications to:

(i) Organisation Amount

(ii) Organisation Amount

(iii) Organisation Amount

If any of the above are confirmed, please state what contributions have been secured:

.....
.....
.....

- (3) What level of grant are you requesting from this Council and what would this be used for?

Grant request: £
Breakdown of what costs the grant would cover:
.....
.....
.....

- (4) Have you received a grant from this Council? YES/NO

If yes, when was it and what was it for?

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- (5) Bank Account details

Name of Account

--

Bank/Building Society name

--

Bank/Building Society address

--

Sort Code

--

Account Number

--

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- (6) Please enclose a referee's letter which confirms that without additional support, you would not be in a financial position to complete or take part in the activity detailed. *(This correspondence will be treated in confidence).*

SECTION FOUR : CERTIFICATION

- **I declare** that the information I have given on this form is correct and complete.
- **I understand** that if I give information that is incorrect or incomplete, you may take action against me. This may include court action.
- **I understand** that you may use any information I have provided in connection with this and any other grant claim that I have made or may make. You may give some information to other organisations, such as government departments, local authorities and private-sector companies like banks and other organisations for the prevention or detection of fraud, if the law allows this.

Signed:
(parent/guardian to sign on behalf of individuals under the age of eighteen years)

Address:
.....

Postcode: Date:

Please return to: **Community Services
Municipal Offices
Bowling Green Road
Kettering
NN15 7QX**

**KETTERING BOROUGH COUNCIL
GUIDANCE NOTES FOR APPLICATIONS FOR SMALL GRANTS**

These notes are to assist organisations or individuals who wish to apply to Kettering Borough Council under the Small Grants Scheme. Small grants applications range from around £50 to £500. The maximum level of grant aid under this budget is £500. An exception for large annual events which are accessible to all may be considered for sums up to £1,000.

Wherever possible and subject to current priorities and the availability of resources, the Council aims to support the Voluntary/Community Sector and individual activities where such activities meet the Council's criteria, commitments and priorities.

SECTION ONE: ABOUT YOURSELF

This section requests details of either the organisation or individual applying for support. It also seeks to find out what the organisation's main aims are, or what the individual hopes to achieve if grant aid is provided.

SECTION TWO: ABOUT THE PROPOSED INITIATIVE

Organisations and individuals applying for a small grant must firstly identify which of the objectives (as shown in Question 1) the funding is for.

Question 2 asks for information on how your initiative helps to meet the objective(s) and who will benefit. For example, young people, older people, people with difficulties, people experiencing disadvantage (please specify the type of disadvantage).

**SECTION THREE: FINANCIAL POSITION AND
PROPOSED USE OF THE REQUESTED GRANT**

This section requires the organisation or individual to provide details of their financial position in order to ensure that best use can be made of the limited public money available within this budget.

The criteria against which this section will be assessed are:

- Organisations with balances in excess of three months' running costs will need to justify why Council funding is required (Section 3A, Questions 1 and 2).
- Applications from groups to the Small Grants Scheme of over £500 will not normally be considered (Section 3A, Question 3).
- The maximum level for individual grants is £50 (Section 3B, Question 3).
- Small Grants funding will not be given for on-going revenue costs (e.g. salaries, rent etc) (Section 3A and 3B, Question 3).
- Repeat applications from the same group/individuals for the same purpose will not be considered. However, significant annual events will be considered where there is benefit to and access for the wider community (Sections 3A and 3B, Question 4).
- Organisations who are in receipt of annual core funding or other funding from this Council may apply to the Small Grants Scheme if the funding is required for a one-off initiative which is considered additional to the services already funded (Section 3A, Question 1).
- Organisations must have a bank/building society account in the name of the group with a minimum of three authorised signatories, two of which are required to sign cheques/withdrawals of money (signatories should not be related) (Section 3A, Question 5).

SECTION FOUR: CERTIFICATION

A monitoring system is in place for the Small Grants Scheme. It may be therefore, that you are contacted to provide details of how the grant has been spent and what the outcomes of your initiative were.