



PENZANCE COUNCIL

Grant Application Form

Notes to Applicants

To help us process your application quickly, please:

- Read the Council's Grant Policy carefully to ensure your request is eligible.
- Complete the application **fully** and include the **supporting information** listed below – this will avoid delays in progressing your application
- Let us know if you have any questions before sending in your application
- Please note the 1 month before the meeting deadline for applications – the relevant committee meeting dates can be found on the Council's website under meetings.

Checklist for Applicants

If you can tick ALL the boxes below you are eligible to apply for a grant:

- Your project has **not** already started or been completed
- Your organisation has a bank account in its own name with at least two authorised signatories named on the account (grants cannot be paid to individuals)
- Your organisation is non-profit making
- Your project will benefit the people of Penzance Parish
- Your project **does not** have party political links
- Your project is **not** for the purposes of animal welfare
- Your application is **not** to cover salaries or routine administration costs
- Your project **does not** discriminate against groups with protected characteristics as outlined in the Equality Act 2010

FOR OFFICE USE ONLY: Date Received	/ /
Reference Number	
Applicant Name (Responsible for any award):	
Position:	
Organisation:	
Contact's full postal address, including postcode (payment cannot be made without a postcode):	
Telephone Number:	
E-mail:	
Status of Organisation:	
Charity/Company Number (if applicable)	Charity No: Company No:
Are there any Members of Penzance Council on your Committee? (if so, please list them)	
Supporting Councillor signature	
What geographical area does your organisation cover?	

How long has your organisation been in existence?	<p>Less than one year</p> <p>Between one and five years</p> <p>More than five years</p>
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Please be aware for all applications **over** £1,000; the applicant must deliver a presentation to the Finance & General Purposes Committee.

1. Organisation Background

Have you ever applied or received a grant from Penzance Council within the last 5 Years? (Please list – continue on a separate sheet if necessary)
<p>Date applied:</p> <p>Project:</p> <p>Amount applied for:</p> <p>Were you successful?:</p>
What are the aims and objectives of your organisation?
What are the main activities of your organisation?
Please demonstrate your organisation's commitment to equal opportunities (please enclose any relevant policies)

	Yes / No or N/A
Is this a retrospective grant application?	
Are you part of a religious group?	
If the application is for a Church – is it for anything other than a parish clock, Community Hall (used by all within the community) or environmental purposes?	
If the application is for a School – is it for anything other than environmental purposes or a project that does not benefit the wider community and is not in addition to statutory services?	
If the application is from an education, health or social service establishment – do you work in partnership with other groups?	
If the application is from an education, health or social service establishment – is the proposed project in addition to statutory services?	

2. Your project

Start Date	
Finish Date	
Total Cost of Project	£
Grant Applied For	£

Project title:	
Description of project (please continue on a separate sheet if necessary)	
Where in the Parish will the project/activity take place?	
Who will benefit from the project? (please tell us what groups will benefit and	

<p>approximately how many people will benefit in total)</p>	
<p>What evidence do you have that this project is required?</p> <p>(This might be survey work or statistical evidence)</p>	
<p>What support have you received for this project?</p> <p>(Please tell us about any expressions of support you have received from outside your organisation)</p>	
<p>How will the project be managed and how will you measure its success?</p>	
<p>Please give the timescale and key milestones for your project, including a start date and finish date.</p>	
<p>What arrangements do you have in place to ensure safeguarding of children and young people</p> <p>(applicable only if your project involves working with this client group)</p>	
<p>What will the money be spent on?</p> <p>(Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)</p>	

Please list any applications you have made for funding from other organisations in the table below:

Organisation	Contribution Sought (£)	Applied? (Yes/No)	Granted? (Yes/no)

3. Further information enclosed Checklist

	Enclosed? (Yes/No)
A copy of your organisation's most recent bank statements (mandatory)	
Copies of all <u>relevant</u> Employer's, Building & Public Liability Insurance Certificates & Title Deeds if appropriate (mandatory)	
A letter head showing the organisation's address and contact details	
A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organisation's status)	
A copy of your organisation's latest set of accounting statements (if any exist)	
Copies of any letters of support for your project	
I have read the Privacy Notice at the end of this form and placed an 'x' in the relevant box	
The bank account your project is using is in the project's/organisation name with at least 2 authorised signatories required to sign each cheque or online payment	
Other (please list)	

If any of the above documents have not been enclosed, please give reasons why:

4. Declaration by the applicant

I/We declare that, to the best of my/our belief, the information given on this application form and in any enclosed supporting document is correct.

I/We declare that, I/we have read the Council's Grant Policy and believe to the best of our knowledge, that we meet the criteria set out by the Policy.

I/We accept the following:

- (i) that any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered,
- (ii) that for applications over £1,000, a presentation is required by the applicant(s) to the Council. This will be arranged prior to any meeting by the Council staff.
- (iii) that any grant offered will be used only for the purposes set out in this application and
- (iv) that we will provide reports on progress to Penzance Council and attend the Annual Town meeting (see section 4.1) (if appropriate).
- (v) that should any grant offered, not be used in accordance with the terms and conditions set by Penzance Council, we undertake on behalf of the organisation to repay the outstanding amount to Penzance Council on demand.
- (vi) that I/we will work with the Council's Communications Officer to promote the grant award and will acknowledge the funding provided by Penzance Council in all promotional materials, media coverage & interviews, and on our website(s)/social media channels (if applicable).

Signed:	
Name(s):	
Position(s):	
Date:	

Please be aware that the decision as to whether you have been successful in your application will be communicated to you shortly after the relevant Committee / Council meeting.

5. Privacy Notice

Penzance Council takes your privacy seriously.

A full copy of the Council's Data Protection Policy (including a Privacy Notice) is available to download on the website: www.penzance-tc.gov.uk/download/data-protection-policy/

If you require the Data Protection Policy in a different format, please contact Penzance Council:

Email: info@penzance-tc.gov.uk

Tel: 01736 363405

Please indicate below that you understand how your data will be processed and stored and therefore give your explicit consent for Penzance Council to hold your data in accordance with our Privacy Policy:

Yes No

Please return your completed form and relevant information to:

The Responsible Financial Officer

Email: info@penzance-tc.gov.uk

Post: Penlee Centre, Penlee Park, Penzance, TR18 4HE