



## CHARD TOWN COUNCIL

### Core Funding Grant Application Form (for up to £1,000)

Before completing this application form, please read the attached guidelines to ensure you are eligible for grant funding under the Council's grant scheme. Please complete in full and provide ALL supporting documentation. Further information can be submitted on additional sheets, if necessary, clearly referring to the question being answered.

#### Your Organisation and Applicant's details

Name of Organisation

Name of Contact

Position within  
Organisation

Address of Organisation

Contact telephone  
number

Email address

Type of organisation (e.g.  
charity, company, club,  
etc.)

Registration Number

How long has your  
organisation been  
established in this form?

**If your organisation has a Constitution, agreed set of Rules or Memorandum and Articles of Association (companies), please enclose a copy with this application form**

**Please explain how your organisation contributes to one or more key priorities of Chard Town Council, which currently are:**

1. To enable residents to enjoy high quality social, recreational and cultural facilities within the town and seek the continuing improvement and development of these facilities in accordance with the desires expressed by the residents.

2. To encourage and promotes the economic and commercial vitality of Chard in a way that encourages sustainable employments opportunities, housing and business facilities

3. To reserve the unique identity of Chard and promote its heritage and its environment

4. To help create a socially inclusive and caring community, which embraces all its residents equally, seeking to develop their well-being, knowledge, understanding and mutual co-operation.

5. To encourage the positive development of young people and provide high quality social, recreational, health and well-being opportunities for them.

**Your Financial Details and Funding Request**

|                                                                               |  |
|-------------------------------------------------------------------------------|--|
| What is your organisation's total funding requirement for the next 12 months? |  |
| What sources of funds will be used to cover that funding requirement?         |  |
| What amount of core funding grant are you requesting?                         |  |
| How specifically will this amount be utilised as part of your business plan?  |  |

**Payment to your organisation**

If your application is successful, we will need the Organisation's bank details to pay the monies.

|                       |  |
|-----------------------|--|
| Bank Name and address |  |
| <hr/>                 |  |

Name of Organisation per  
bank statement

Sort Code

Account Number

Please list all the people  
who are authorised to  
sign cheques or make  
payments from this  
account

## Declaration

We hold the following insurance and policies (please tick as appropriate) which can be provided to the Council, if requested:

|                               |                              |                             |                              |
|-------------------------------|------------------------------|-----------------------------|------------------------------|
| Public Liability Insurance    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |                              |
| Employers Liability Insurance | <input type="checkbox"/> Yes | <input type="checkbox"/> No |                              |
| Data Protection               | <input type="checkbox"/> Yes | <input type="checkbox"/> No |                              |
| Equal Opportunities           | <input type="checkbox"/> Yes | <input type="checkbox"/> No |                              |
| Safeguarding                  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |                              |
| Disclosure and Barring        | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Health and Safety             | <input type="checkbox"/> Yes | <input type="checkbox"/> No |                              |

If this application for a core funding grant is successful, we guarantee that the money will be used solely for the purpose outlined in this application form.

We understand that:

- The Council has the right to require payment of any or all of the entire grant that is not used for the purpose for which it was granted.
- The funding is only for one year and that we are required to submit reporting in line with the Service Level Agreement or a monitoring form as specified in the grant acceptance letter.
- If the completed reporting is not provided, the Council may request the funding is returned and your organisation is unlikely to be provided with funding in future.
- Details of the award may be given to the media, included in the Council's press releases or published on its website. The Council's support to your organisation should be included in any publicity material your organisation issues.
- Failure to complete any sections of the application in full or provide the required documentation will result in the application being returned to you.

We confirm that:

- We are happy for the Town Council to retain this application form and the personal data contained within it in order to process the grant application. I understand that the data will be held securely and not passed onto any third parties. I am aware that the Town Council's Privacy Notice and policies are available to view on its website.

To be signed by **two** officers of the organisation in accordance with its constitution (e.g. trustees, directors, etc.):

Signature:

Name and Position within the organisation:

Date:

Signature:

Name and Position within the organisation:

Date:

## Checklist

**Your completed and signed document needs to be accompanied with the following:**

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A copy of your organisation's last year's annual accounts, including a detailed income and expenditure statement and balance sheet. If not audited, these should be independently reviewed and verified. If that is not possible then they should be validated by 2 relevant officers of the organisation (for example the Treasurer and the Chair or the Directors).

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A copy of all of your organisation's bank statements for the last 6 months

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A copy of the organisation's Constitution, Rules or Memorandum and Articles of Association

☐

Projected income & expenditure for the next 12 months.

☐

A copy of your safeguarding policy/statement

**Please send your completed form and supporting documentation to:**

Town Clerk, Chard Town Council, The Guildhall, Fore Street, Chard, Somerset TA20 1PP. Or if you would prefer to submit this via email with PDF attachments to: [tim.bickham@chard.gov.uk](mailto:tim.bickham@chard.gov.uk)