



# WIRKSWORTH TOWN COUNCIL

TOWN HALL, WIRKSWORTH, DERBYSHIRE DE4 4EU

**Email: [enquiries@wirksworth.gov.uk](mailto:enquiries@wirksworth.gov.uk)**

**Website: [www.wirksworthtowncouncil.gov.uk](http://www.wirksworthtowncouncil.gov.uk)**

Clerk to the Town Council & Responsible Financial Officer:  
Paul Jennings BEng (Hons), Cert ICM  
Office hours: 8:30am-12:30 Mon-Thurs

30 October 2018

## Community Grant Information and Application Form

*Supporting Community Groups in Wirksworth*

### INFORMATION TO HELP YOU APPLY FOR A SMALL GRANT

#### BEFORE YOU FILL IN THE FORM:

1. Please read the sheet attached
2. Read through the whole application from before you start to fill it in. This will help you answer each question appropriately.
3. Check that your group can meet the grant conditions
4. You can download a word or PDF version at [wirksworthtowncouncil.gov.uk](http://wirksworthtowncouncil.gov.uk)

Wirksworth Town Council is offering Community Grants to help local people run projects that are for the benefit of the people of Wirksworth.

#### WHO CAN APPLY?

We can award small grants to groups, organisations or projects that will be of benefit to the local area or community. **The Council cannot give support to individuals, profit making or commercial organisations.**

Groups should be formally constituted. This means that you must have a bank account with at least two independent signatories as well as a governing document/list of governing members and a set of rules.

If you are a group of people coming together for the first time to apply for a grant for a particular project, you need to set up a constituted group. Derbyshire Council for Voluntary Services (<http://ddcvs.org.uk/>) can help with this.

#### WHAT TYPE OF PROJECTS CAN GET A GRANT?

We like to encourage applications from local groups who will help us meet our aims, however all applications will be considered on merit. We would also like to think that the project will continue to be sustainable once the grant ends.

Local community and voluntary groups know what is needed in their area and we would like to fund a wide range of different projects from many different organisations.

#### WHO DECIDES?

Your grant application will be considered by the Council and will be assessed against the criteria on the application form and any additional information supplied. Each application is considered on merit and according to the availability of funds.

## WHAT CAN A GRANT PAY FOR?

- |  |  |
|--|--|
| ✓ Buying and hiring equipment  | ✗ Promoting religious or political beliefs   |
| ✓ Hiring a venue   | ✗ Buying land or buildings   |
| ✓ Materials for your project   | ✗ Running costs eg utility bills, rent etc.  |
| ✓ Publicity costs  | ✗ On-going staff costs eg wages etc.   |
| ✓ Projects that are run by and for local people                              | ✗ The group is not financially viable or is considered to have sufficient funds in unrestricted reserves for the project |
| ✓ Projects that fulfil local needs and have a direct impact on the community | ✗ No commercial gain can result for those involved   |

Both the above lists are not exhaustive. We welcome any application providing it can be shown to be of benefit to Wirksworth and its inhabitants.

We would like to ask that, where possible, you support local businesses by spending your grant locally.

## WHEN CAN WE APPLY?

The Council will consider applications every quarter: March; June; September and December. Your application should be with us one week prior to the start of each of the above months.

## HOW TO APPLY

You must apply using the Community Grant application form (attached) and supply any information requested or your application will be void.

## HOW WILL THE GRANT BE PAID?

Payment will be made by cheque into your group's bank account. We will ask you to spend the grant within 6 months of issue of the cheque.

At the end of your project, you may be asked to complete and return a simple monitoring form. Receipts of purchases made should be kept to provide evidence of expenditure should they be requested.

## WHAT HAPPENS NEXT?

We will acknowledge your application, informing you as to when it will be considered by Council. Should we require any further information, you will be contacted at this stage.



Paul Jennings  
Clerk to the Town Council & Responsible Financial Officer



## APPLICATION FOR COMMUNITY GRANT

You may use a separate sheet of paper to submit any other information which you feel will support this application:

### About Your Group *(Please note you should be a formally constituted group)*

Organisation Name	<i>Registered Charity No (if applicable):</i>
Name of Project / Purpose of Grant	
Who can we contact to discuss this application	<i>Contact Details</i> Name:
	Address:
	Email:
	Tel:
If you are running an existing activity please describe briefly what you already do and how long you have been running.	<i>Please specify if you undertake regular activities and what they include.</i>
Have you applied to the Town Council for a grant for this organisation before?	<i>Please give brief details</i>
To whom should the cheque be paid should an award be made:	

## About The Project You Would Like Us To Help Fund

Describe the activity you wish to do	<i>Be specific: what you will do, how you will do it and what you will be spending the grant on.</i>
What benefits do you expect from your project? <i>and how have you identified a need for your project</i>	
Who & how many will benefit from the project?	<i>And how many of those who will benefit are residents of Wirksworth / Bolehill?</i>
How will you know that your project has been successful?	
How will you ensure your project will continue to benefit the community in the future?	<i>How will you carry on after the grant has been spent?</i>
Total Cost of Project	
Amount of Grant Requested	
Other funding sources: <i>(please provide as much detail as possible)</i>	<i>Funds Raised/Promised</i>
When will the Project take place?	<i>Begin and end date(s)</i>
What will the grant pay for?	<i>Please provide a breakdown of costs</i>

Information from most recent accounts	Year ending: .....
	Total (gross) income    £ .....
	Total expenditure        £ .....
	Balance at year end      £ .....
	Savings (reserves etc)   £ .....

***It is essential for you to supply a statement of your current financial position, including all financial reserves. Please attach a copy of latest accounts, balance sheet and budget to your application.***

*Continuation Sheet/Additional Information:*

On behalf of the organisation, I confirm that the information in this application is correct and that the organisation is not established or conducted for profit.

In the event of a grant being awarded I also undertake that the organisation will abide by the conditions of the grant and will inform the Wirksworth Town Council of any change in circumstances that would effect this application.

Signature of Applicant ..... Date: .....

Name & Position in Organisation:

**PLEASE NOTE: If any false declaration is knowingly made, Wirksworth Town Council will take legal action to recover any monies granted.**

**GRANT CONDITIONS**

**By submitting this application you agree to abide by the conditions set out below:**

- Wirksworth Town Council retains the right to reclaim, at any time, all or part of the money awarded if it is not spend for the purpose it was granted.
  - Wirksworth Town Council retains the right to reclaim any asset purchased from the awarded money which is no longer being used for the purpose of the grant.
  - The organisation must inform Wirksworth Town Council immediately if it is unable to accept or comply with any of the grant conditions.
  - The group applying for the funding is properly constituted. This means having a governing document or list of governing members and a set of rules.
  - The grant award will be used for the specific purpose for which it was granted.
  - No asset purchased from the awarded money will be sold or transferred without prior agreement with Wirksworth Town Council.
  - The support will be recognised as a one off award and does not imply a Wirksworth Town Council commitment to any future funding.
  - The award will be recorded in the organisation's accounts/cashbook Bank book/Bank statement/inventory which will be made available for inspection by Wirksworth Town Council if required.
  - The organisation will provide receipted invoices if requested by Wirksworth Town Council where awarded money is used to purchase goods or services.
  - The Wirksworth Town Council Logo will be supplied in black and white and colour and should be used in any publicity about the project.
  - The organisation agrees to co-operate in any monitoring of the benefits and use of the grant.
  - Wirksworth Town Council will not be made responsible for any action of the organisation or anyone acting on its behalf.
  - The organisation will recognise and support Wirksworth Town Council's commitment to safeguarding the environment, equal opportunities, and diversity and will endeavour to ensure that the project does not have a detrimental impact.
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Your form and any additional information should be returned to:  
**Town Clerk, Wirksworth Town Council, Town Hall,  
Wirksworth, Derbyshire DE4 4EU**

*For office use:*

Date received	Date to Cttee	Decision Y/N	Amount of grant	Date awarded