

STANLEY TOWN COUNCIL

Application for Grant Funding 2017/18



All boxes must be completed

1	PROJECT NAME:
2	TOTAL COST OF PROJECT: £
3	AMOUNT REQUESTED (from STC): £
4	DATE OF APPLICATION:
5	APPLICANTS DETAILS: Delivery Organisation: _____ Project Manager / Monitoring Officer: _____ Position Held in Organisation: _____ Telephone Number: _____ Address: _____ _____ Email Address: _____ Bank Sort Code: _____ Bank Account Number: _____
6	Registered Charity: YES/ NO Charity Number:
7	Expenditure of your Organisation in the last year: £ (Please state main items of expenditure. A full set of audited accounts for the last year and/ or a breakdown of income and expenditure should also be attached)

6	BRIEF PROJECT DESCRIPTION, ITS OBJECTIVES / EXPECTED OUTCOMES & STC WARDS TO BENEFIT FROM THE PROJECT: (i.e. what is the grant required for)		
7	ELEMENTS OF THE PROJECT AND A BREAKDOWN OF THE COSTS:		
			£
			£
			£
			£
			£
8	PLEASE ATTACH A QUOTE / EVIDENCE OF COSTINGS TO THIS APPLICATION <i>(i.e. letter headed quote or price list from reputable supplier)</i> Done <input type="checkbox"/>		
9	DETAILS OF ANY FINANCIAL ASSISTANCE THAT HAS BEEN SOUGHT / OBTAINED FROM OTHER BODIES:		
10	NAME OF ORGANISATION	AMOUNT £	CONFIRMED IN WRITING? YES / NO
11	HAS YOUR ORGANISATION PREVIOUSLY APPLIED TO STC FOR FUNDING? Yes <input type="checkbox"/> No <input type="checkbox"/> PLEASE PROVIDE DETAILS BELOW:		
10	ELECTED MEMBERS		
	Are any members of Stanley Town Council involved with the project? Please give names.		
	Member's declaration of interest <i>(if any)</i> :		

11	Is the interest referred to on the latest registration of your interests (ROI) form? Yes <input type="checkbox"/> No <input type="checkbox"/>	
12	Application APPROVED/ DECLINED	Date of Meeting
13	Amount of Grant Awarded: £	
14	Signed (Chairman of STC)	Date

1) General Terms and Conditions:

- a) Your application sets out full details of the estimated eligible costs. Funding will only be payable in respect of money spent on the approved project. Any money spent prior to the date of any Funding Offer may be ineligible. The funding must be spent within 6 months of receipt of the funding.
- b) Any significant change to the project as described in the application must be agreed in advance by the Responsible Finance Officer.
- c) Stanley Town Council reserves the right to vary the amount of funding payable where there have been such changes.
- d) Stanley Town Council reserves the right to reduce the amount of funding if the total amount spent on the project is less than the estimated total in the Funding Offer.
- e) A monitoring report must be submitted within 6 months of the date of receipt of funding. The monitoring form will be sent to you with payment, and it is designed to collect financial and non-financial details to enable progress to be monitored.

2) Eligible Project Costs:

- a) The delivery organisation agrees that the funding must be used on the Project and must not be used for:
 - i. Payment for unfair dismissal or redundancy to staff.
 - ii. Expenditure on activities of a political or exclusively religious nature.

- iii. Expenditure supported from other sources (for example: the total cost of the Project must not be less than the total of ALL Grants, Offers of Funding etc towards its cost).
 - iv. Expenditure on works or activities which any other person or organisation has a statutory duty to undertake.
 - v. Recoverable VAT.
 - vi. Any liability arising out of negligence.
- b) The delivery organisation should contact the RFO at Stanley Town Council (01207 299 109) if there is any doubt as to whether a particular cost is eligible to be paid out of the funding.

3) Breach of Conditions and Recovery:

- a) Stanley Town Council may also reduce, suspend or withhold funding or require all or part of the funding to be repaid, if it is believed that:
- i. The funding has not been used for the purposes for which it was given.
 - ii. The application form was completed dishonestly or the supporting documents gave false or misleading information.
 - iii. Insufficient measures are being taken to investigate and resolve any reported irregularity.
 - iv. There are reasonable grounds to believe that it is necessary to protect public money.
 - v. There are any other reasons why continuing to fund the Project would be undesirable.

4) Maintaining Records:

- a. The delivery organisation must keep accurate records of activities and outcomes achieved by the project.
- b. These must be available for inspection at any reasonable time by Stanley Town Council.
- c. Up to date accounts must be kept with all invoices, receipts and other relevant documents relating to a claim for payment, such that a clear audit trail can be followed. These must be made available for inspection at any reasonable time.
- d. All receipts for spend must be copied and returned with the claim and monitoring forms when requested; (please only supply copies, not the original receipts).

5) Publicity:

- a. The delivery organisation must ensure that appropriate publicity is given to the approved project wherever practicable by:
 - i. Drawing attention to the benefits and opportunities afforded by the scheme.
 - ii. Appropriate reference to the Stanley Town Council funding should be included on any related literature and publicity associated with the project e.g. annual report, posters etc. (with evidence provided to STC).
 - iii. Digital photographs shall be provided (and other audio/visual material if applicable) for use in future Town Council publications such as Town Council News and/or the website etc.

6) Other Matters:

- a. The delivery organisation should ensure that it and anyone acting on its behalf complies with the law for the time being in force in the United Kingdom and in particular:
 - i. Takes all necessary steps to secure health, safety and welfare of all persons involved in the project.
 - ii. Does not unlawfully discriminate against any person on the grounds of sex, disability, race, age or faith.
- b. The delivery organisation should ensure that the project has the necessary authority (legislative or otherwise) for the activity proposed.

7) Insurance:

- a. The delivery organisation will maintain adequate appropriate insurance at all times.
- b. The delivery organisation must keep any assets acquired by the funding in good repair and must make sure that it has adequate insurance for all of them.

8) Financial Arrangements:

- a) The delivery organisation must have a bank account in its own name, or obtain written agreement from STC to use another organisation as an 'accountable body'. Appropriate arrangements should be in place for the management and administration for this account.
- b) The delivery organisation may be required to provide Stanley Town Council with details of all income or profit received in respect of the project.

- c) The delivery organisation must seek advice from the Responsible Finance Officer (01207 299 109) if financial problems appear likely or are actually experienced.
- d) When purchasing equipment and supplies, services etc. the delivery organisation should ensure that it is able to obtain value for money.

Acceptance of Funding Award / Offer of Financial Support:

- a) Any queries regarding this offer letter should be referred to the Town Council's Responsible Finance Officer.
- b) Please sign below to show that you have read and understood the Conditions of Funding above.
- c) A separate offer letter with more detailed conditions may also be applicable to this application.

Name _____

Signature _____

Date _____

- d) Please specify to whom the cheque/s should be made payable

- e) A copy of these Conditions will be sent to you with your cheque