



GRANT TO LOCAL ORGANISATIONS APPLICATION FORM

Please read the guidance notes before completing the form

1.	Name of organisation	
2.	Name of contact	
3.	Contact Address	
4.	Tele No	
5.	Email Address	
6.	Address where activities are based <i>if different from contact address</i>	
7.	What area (community) is served?	
8.	Are there any other similar facilities or services provided in the area/district?	
9.	Approximately how many people in Corfe Mullen benefit from and/or attend your organisation/activity?	
10.	How does your organisation/activity benefit the residents of Corfe Mullen?	

11.	Present charges/subscription/fees. Please attach schedule if available.	
12.	Are there any proposals to change or introduce charges, subscriptions or fees? If so, please advise effective dates.	
13.	Details of the project, activity, or service to be provided and how it will benefit the community: <i>Smaller organisations to provide copy of proposed publicity promoting project or activity</i>	
14.	a) Proposed starting date of project, activity or acquisition date of equipment.	
	b) Estimated completion date or length of time for the project or activity.	

15.	Please give details of the cost of the project <i>Smaller organisations to provide copies or quotations for services, materials and consumables etc.</i>	
16.	Please give details of other grants awarded or applied for.	
17.	Amount of grant requested from Corfe Mullen Town Council	
18.	Any other relevant information <i>continue on a separate sheet if necessary</i>	

Signed.....

Date.....

Please return your application form to: Corfe Mullen Town Council, Council Office, Towers Way, Corfe Mullen, Wimborne, Dorset BH21 3UA or email office@corfemullen-tc.gov.uk enclosing your organisation's latest financial statement. **The deadline for receipt of applications for both grant funding rounds are shown under 2.5 of the policy.**

Guidance Notes for Completing the Grants to Local Organisations Application Form

1. Not all the questions contained in this application form are relevant to all local organisations or have enough space for adequate explanation. As such, the Council welcomes any supporting information which you believe will better explain and assist your application.
2. If there is insufficient space on any part of the application form, please indicate and attach a separate note.
3. When making your application:

The Council particularly encourages applications for specific one-off costs or projects. However, it may also consider revenue costs except for those which are the responsibility of another local authority, for example, Dorset Council as the Unitary Authority.
4. All applications **must** include:
 - a) A copy of the latest financial statement of the organisation (if applicable showing all general and special balances) with exception of smaller organisations as detailed under 2.4 above.
 - b) All applications for grant funding must declare any other grants that have been received in connection with the same application.
5. Requests for grants will only be considered from the following categories:
 - a) A Corfe Mullen-based charity, organisation or association.
 - b) An organisation or association serving the needs of the residents of the Parish of Corfe Mullen.
 - c) An organisation or association serving a specific demographic of the community in the Parish of Corfe Mullen.
 - d) An award of a grant must give direct benefit to all or some of the residents of the Parish of Corfe Mullen, and the size of the grant should be commensurate with the benefit delivered.
 - e) The Council as a body does not affiliate to any political party or religion therefore will not provide grant aid to support any religious group or activity in the village. By law, the Council cannot offer financial assistance to any political party.
6. Applications for grants which do not meet the criteria set out in 5 above may still be considered in certain circumstances where the law allows.
7. You will be informed in writing whether your application has been successful.
8. If you have any queries or wish to discuss the application, please contact the Council Office on 01202 698600 or email office@corfemullen-tc.gov.uk.

HOW WE USE YOUR PERSONAL INFORMATION

The information provided by the local organisation will be used by Corfe Mullen Town Council to contact the organisation about the application. The information will not be disclosed to third parties except as described below. The Council may check information provided by the organisation, or information about the organisation provided by a third party, with other information held by the Council. The Council may also obtain information from certain third parties or share your information with them in order to verify its accuracy, prevent or detect crime, protect public funds or where required by law.

For further information, go to the Council's website www.corfemullen-tc.gov.uk or email office@corfemullen-tc.gov.uk.