

Dunstable Town Council Community Grant Scheme 2012/13 Guidance notes

- Please read the guidance notes in full before completing the application form.

Who we will fund

We will fund any community or voluntary organisation which supports and benefits residents of Dunstable; and in particular organisations that help to deliver the Council's priorities (these are set out in section 4. of this document), and which meet the needs of community, where the Town Council is unable to.

These organisations must also have:

- A constitution or set of rules
- A bank account in the name of the organisation
- Safeguarding policies, if any of your regular activities involve working with children and/or vulnerable adults in any capacity
- An equalities statement
- Annual report and accounts

Organisations will also need to be adequately covered by public liability insurance, this may be their own or that of a third party. Dunstable Town Council will require a copy of insurance certification should it be deemed necessary.

What we WILL fund

- Capital items (including equipment)
- Ongoing revenue costs (including room hire and insurance)
- Project costs, in particular projects that bring young and old people together and town twinning activities

What we will NOT fund

- Applications from profit making organisations.
- Applications where those benefiting do not live in Dunstable.
- Organisations that predominantly support people outside of Dunstable.
- Organisations that have not fully completed their application form and submitted the required supporting documents.
- Projects that have already been completed or items already purchased.
- Building repairs.
- Trips/visits/meals out.
- Parties.
- Individuals

How much Dunstable Town Council will fund

Dunstable Town Council wishes to support as many organisations as possible with its small grants fund. We will fund organisations from £50 to exceptionally £1,000 per organisation.

Assistance

Should you have any difficulties in completing the application form you can contact Dunstable Town Council.

You can also contact Voluntary & Community Action South Beds for assistance on completing the application form and the supporting documentation (e.g. template policies) – 01525 850559 or mail@action-centralbeds.org.uk

Section 1. Contact details

- 1.1 Ensure that your organisation's name is the same as the name on your bank account.
- 1.2 The person stated here must be authorised by the applying organisation to sign on its behalf, e.g. a trustee or treasurer.
- 1.3 Tick the type of 'not for profit' organisation you are and ensure that you submit your organisation's constitution or set of rules.
- 1.4 Explain briefly what your organisation does.
- 1.5 Give details of your membership; number of members/users, subscription fees, numbers on your management committee and the number of members/users from Dunstable. Please note Dunstable Town Council does not support organisations whose membership/users consist predominantly of non Dunstable residents.
- 1.6 Indicate where your organisation meets.

Section 2. Financial details

- 2.1 Give a breakdown of your organisations most recent financial details. This should include all the income your organisation has received and all items of expenditure for your last financial year.
- 2.2 Your account must be in the name of the organisation that is applying for a grant.

Section 3. Project/Activity details

- 3.1 Give details of exactly what you want funding for e.g. what the money will be spent on, what you will do and how you will do this.
- 3.2 Indicate if your organisation works with children or vulnerable adults in any capacity and if so ensure that you submit your organisations safeguarding policies. Should you have any queries relating to this please contact Dunstable Town Council (contact details given on page 3 of this document), Voluntary Action South Beds are also able to provide templates of policies.

Section 4. The difference your project will make to Dunstable

- 4.1 Dunstable Town Council has 5 priorities in its Corporate Plan which is available at Dunstable Town Council and at www.dunstable.gov.uk This forms the basis of the grant aid priorities. Please indicate which of these your project/activities meets, you must meet at least one of these priorities as follows:
 - **Promoting the town.** E.g. funding for a project to promote the town centre and increase visitors.

- **Preserving and enhancing the history and identity of the town.** E.g. funding to maintain a building which is central to Dunstable's history or for a project researching local history with older residents.
- **Improving and/or developing the green and open space in the town.** E.g. funding to establish a friends of a local park group.
- **Improving/providing services targeted to communities in the town.** E.g. funding to run an older persons group or funding to establish a new parents group.
- **Developing neighbourhoods and/or the town centre.** E.g. funding to set up a residents group or to run a neighbourhood clean up.

4.2 Give details of how the priority(ies) will be met.

4.3 State the number of Dunstable residents who will benefit from the grant.

Section 5. Funding request details

5.1 Give details of the individual items or activities that you require funding for. Please ensure that these costs are accurate. The maximum amount of funding that you can apply for is £1,000.

5.2 State how you have worked these costs out, have you used quotations, estimates, or experience.

5.3 State where the remainder of the funding will come from if the project/activity costs are more than £1,000 e.g. subscriptions, fundraising, funding from other grant giving organisations etc.

5.4 List any funding received from other organisations, or that you have fundraised yourselves over the last 12 months.

5.5 Please confirm if your organisation received funding from Dunstable Town Council last year.

5.6 State if this funding is required for new or existing work. The Town Council is keen to support new ventures, but recognises the need to support established groups.

Dunstable Town Council can also offer non monetary support in a variety of ways e.g. Promoting services and activities on the website and in Talk of the Town and offering advice on other support and funding opportunities.

ADDITIONAL INFORMATION

Please send your application form and supporting documents to the address on page four, ensuring the documents are received by the **31st December 2011**. Applications received after this date will **not** be considered.

All applicants will be advised in writing by the end of April 2012 as to whether their application has been successful. The grant payment in the form of a cheque will be sent to successful applicants in May 2012.

Successful applicants must acknowledge the financial support of the Town Council in all publicity. They will also be required to submit a written report for the work undertaken with the grant provided, detailing how well they have met the outcomes identified within the original application and evidencing the spending of the grant through receipts/invoices. A template for the report will be provided when the information is requested.

Grants awarded must be spent within 12 months from receipt of the grant and for the sole purpose(s) the grant was awarded for. If the grant will not be spent in full or in part within this period, the organisation must notify Dunstable Town Council as soon as possible. It will be the Town Council's decision as to whether the unspent grant can be kept by the organisation or is to be returned.

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