



## WEST DEVON COMMUNITY GRANT SCHEME APPLICATION FORM

Please complete this in accordance with the guidance notes. Please tick to confirm the documents are included with this application.

	<b>Two Quotes</b>		<b>Most recent audited accounts</b>
	<b>Proof of match funding</b>		<b>Constitution, Aims, objectives, rules etc</b>
	<b>Project expenditure summary</b>		<b>Details of charitable status including reg' number</b>
	<b>Statement of current financial position</b>		<b>Copy of all plans where relevant</b>

Please note failure to provide all required documents will result in the application being returned.

<b>Which grant type you are applying for:-</b>	
<b>Organisation applying for grant:</b>  <b>Type of organisation</b> (e.g. charity/ community group)	<b>Contact person:</b>  <b>Post held in organisation:</b>
<b>Address for correspondence:</b>  <b>Postcode</b>	<b>Daytime ☎:</b>  <b>Email:</b>

<b>Project name:</b>
<b>Project details:</b> <i>Give an outline of the project and tell us how the grant will be used.</i>

**How do you know that the project is needed & what support do you have for the project?** *Include information/evidence about community support that you have already gained, or reference to Community Plans or surveys.*

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**Please tell us who will benefit:**

	Older people		Under 5's
	Youth (5 – 18 years)		Families
	The community as a whole		Visitors
	Women & Girls		Disabled people
	Other – please specify:		

**How many people will benefit from the project:**

**Please tell us how people will benefit from this project:**

**What geographical area will this project cover?**

**Has your group applied for a grant from WDBC in the past 3 years?** *If yes please include details:*

**Have you gained planning or building regulation consent if required:- YES/NO (Any offer will be subject to proof of planning consent and/or building regulations if appropriate)**

**Approximate start date of work for which funding is required:**

**Please tell us how you will measure the success of the project and ensure it is sustainable in the long term/after the grant funding ceases:**

Show how your project will meet local needs? You should set out what evidence there is to demonstrate a local need i.e. surveys, statistical data etc...

*Please itemise your projects costs*

EXPENDITURE	GIVE DETAILS	AMOUNT


<i>TOTAL NET AMOUNT</i>	£
<i>VAT</i>	£
<i>TOTAL PROJECT EXPENDITURE - GROSS</i>	£
<b>WILL YOU BE ABLE TO RECOVER VAT?</b>	

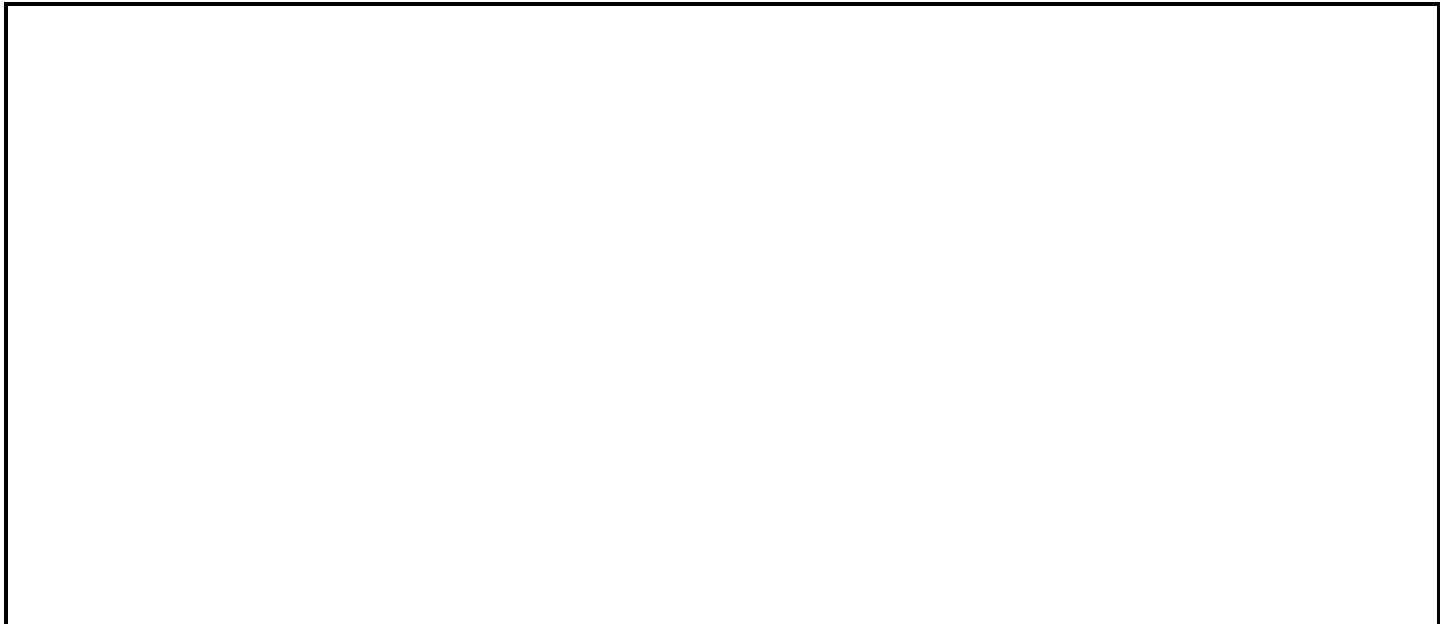
*Please itemise your Income generation*

<b>Organisation</b>	<i>Type of funding or income i.e grant, sponsorship, own funds etc</i>	<i>Received Funds</i>	<i>Pending Approval</i>	<i>Declined</i>	<i>AMOUNT</i>

<i>TOTAL PROJECT INCOME</i>	£
<i>TOTAL AMOUNT REQUESTED FROM WDBC</i>	£
<i>REMAINING SHORTFALL</i>	£

**If a shortfall remains please explain how you intend to meet this shortfall:**

**Any further information:-**



**Declaration:** I am authorised by the applicant organisation named on sheet 1 to submit this application and declare that all information given is, to the best of my knowledge, true and accurate.

Signed:.....

Date:.....

Name:.....

Forms with additional information to be returned to: **The Localities Team, West Devon Borough Council, Kilworthy Park, Drake Road, Tavistock, PL19 0BZ.** Tel: 01822 813600 [localities@swdevon.gov.uk](mailto:localities@swdevon.gov.uk)

**FORMS AND DOCUMENTATION SHOULD BE SUBMITTED ELECTRONICALLY WHERE POSSIBLE.**

**If you require this form in a different format please contact us.**

**West Devon Borough Council is committed to acknowledging the full diversity of our communities and to promoting equality of opportunity for everyone.**

**Data Protection**

The information that you have provided will be held by West Devon Borough Council. The information will be used for purposes of processing your grant application and administering any subsequent payments. The Council may share the information with local Councillors / Town or Parish Councils as necessary to ensure the grant application can be properly processed. If you wish to see the personal data that the Council holds, please contact the Data Protection Officer.