

Approved by Town Council 25/10/22

**STAMFORD TOWN COUNCIL**  
**GRANT FUND FOR EVENTS AND PROJECTS**  
**SUPPORTING STAMFORD PARISH RESIDENTS ONLY**  
**Guide to completing the Grant Fund Application Form**

**ONLY ONE APPLICATION MAY BE SUBMITTED BY AN ORGANISATION IN ANY ONE FINANCIAL YEAR**

Please ensure you have read and understand the Criteria, Application Process and Conditions of Funding before completing an application form.

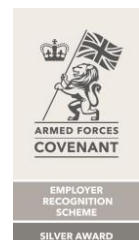
It is recommended that you contact the Town Council, who administers this fund, to discuss the eligibility of your project or event before you make an application. Contact details are found at the end of this of this guide.

**Section 1: Contact Details**

- 1a. Please give the name of the group / organisation as it appears on your constitution or governing document.
- 1b. Please provide the name and contact details of the main contact, with whom the Council may contact and discuss your application for funding.
- 1c. Please state what position the main contact has within the organisation, eg. Chair, Treasurer, Secretary etc.

**Section 2: About your Group / Organisation**

- 2a. Please state the year your group or organisation was formed.
- 2b. Leave blank if your group or organisation does not have a website.
- 2c. Please provide information about your group or organisation eg. registered charity, amateur dramatics, youth groups, community associations etc. It would be appreciated if you could provide some information on the aims and main activities of the organisation.
- 2d. The structure of the organisation, whether there are any paid staff and membership
- 2e. Please submit quotes for the items you wished to receive funding.



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### Section 3: Your Project Proposal

3a. Please provide a brief summary on your project.

3b. **Only one award will be made during any financial year to the same group for a single or related project.** Any subsequent application(s) must be for projects that are clearly and identifiably different unless for a clearly identifiable different project. The first project must be completed prior to re-application.

3c. Although your project may be based in Stamford Parish, it could draw in an appeal to people from a wider area. You may be intending to publicise your project across the Parish or even district wide.

3d. Please provide a summary of what your event involves and list the main attractions on which you will spend the grant, if successful. Whether other sources of funding have been secured.

3e. Proceeds from admission charges will be considered to be income when assessing your application.

3f. Provide feedback on the success of previous projects.

3g. Have you contacted other sources for funding? Awards may require match funding.

### Section 4: Project Budget

4a. Please include all items of income and expenditure relevant to your project or event. Copies of two written quotations or estimates must be submitted with your application for all items of expenditure over £500. These documents must display the relevant company names, addresses and within six months of the date of application.

4b. A copy of the latest finance statement of the organisation.

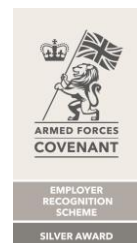
4c. Your organisation **must have** a bank account in the same name as the name as the group or organisation making the application. If the application is for a start-up organisation and a bank account is not yet in place, a confirmation letter from the bank will be required to verify the account is in the process of being opened.

4d. Any grant award must be spent within one year for the purpose agreed. Should the event or project be cancelled all grant fund awarded will be expected to be returned to the Town Council.

4.e Any breach of these conditions could result in the organisation being asked to re-pay the award.

4.f Awards will not be made retrospectively (e.g. for work or equipment already purchased or events that have been planned, have taken place or already paid for).

4.g Awards will not be made in cash



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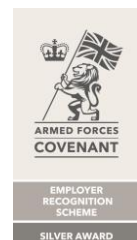
### Section 5: Supporting Documentation Checklist

5a. It is essential you provide all the required supporting documentation with your application. If any of this essential documentation is missing it may delay the process or your application may be rejected. Please tick the appropriate boxes to confirm that the supporting documentation is attached / enclosed.

5b. Grant support assistance will only be released on the receipt of invoice. Grant Awards will be held open for three months after the event, after which time the grant will be withdrawn.

CHECK LIST		
1.	Contact Details	<ul style="list-style-type: none"> <li>Name of organisation, main contact person</li> </ul>
2.	Organisation details	<ul style="list-style-type: none"> <li>Constitution, structure, website, and social media capabilities</li> <li>2 Quotes /estimates for the elements of the project requiring grant assistance.</li> </ul>
3.	Event Details	<ul style="list-style-type: none"> <li>Summary of the event being organised</li> <li>Location where even will be held</li> <li>Will an admission charge apply</li> </ul>
4.	Budget	<ul style="list-style-type: none"> <li>Level of grant funding requested</li> <li>Latest Financial Accounts for the organisation</li> <li>Organisation's bank details into which grant is to be paid.</li> <li>Any other funding sources secured</li> </ul>
5.	Application	<ul style="list-style-type: none"> <li>Completed application form and required supporting documentation eg. quotes/estimates/invoices etc. to be submitted by email to <a href="mailto:townhall@stamfordtowncouncil.gov.uk">townhall@stamfordtowncouncil.gov.uk</a> or paper copy to: Stamford Town Council, Town Hall, St. Mary's Hill, Stamford PE9 2DR</li> </ul>

Should you wish to discuss any matters in respect of a grant fund please contact [townclerk@stamfordtowncouncil.gov.uk](mailto:townclerk@stamfordtowncouncil.gov.uk) or telephone 01780 753808

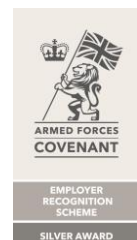


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**GRANT ASSISTANCE**

**For a Maximum of £1,500.00**

<b>APPLICATION FORM</b>		
<b>Contact Details</b>	Name of group or Organisation:  Main Contact:  Position:  Address:  Telephone /Mobile  Email address  Website address:	
<b>Organisation</b>	Constitution of group /Organisation  Any paid staff / volunteers  Charity No.	
<b>Project/Event</b>	Date and details of the Event  Is there an entry charge?  Have you operated a similar Project/event? Give details	



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<b>Budget</b>	<p>Level of funding requested</p> <p>Latest financial statement (must be at least within the last six months)</p> <p>Please attach 2 quotes / estimates for elements requiring support funding.</p> <p>Bank account name, account no. &amp; sort code</p> <p>Invoices submission (within 3months of event date)</p>	
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**DECLARATION**

In signing this declaration, I agree that:

1. I have full authority on behalf of the above-named group/organisation to submit this application
2. I have read and understood the application process and conditions of funding and agree to the terms and conditions of the funding.
3. The information contained in this application is correct at the time of submission.
4. I will complete and return a report, with all original invoices, for verification within three months of the completion of the project to enable the release of grant payment funds.
5. The group / organisation will ensure that appropriate insurance cover is in place in respect of the project

Signed..... Print Name.....

Position held within group (Treasurer etc.).....

Date.....

