Morecambe Town Council

Morecambe Town Hall,

Marine Road Morecambe Lancashire LA4 5AF

[www.morecambe.gov.uk](http://www.morecambe.gov.uk/) clerk@morecambe.gov.uk

Proper Officer: Mr Luke Trevaskis

**Morecambe** **Town** **Council
Community Grant** **Application** **Form**

**BEFORE YOU BEGIN: please check you are completing the correct form and referring to the relevant criteria for your project. If you are applying for funding for a festival or event, please switch to the corresponding Festivals, Sponsorships and Events Grants form and criteria.**

To enable this form to be photocopied please complete all sections using black ink if completing by hand. (\*delete as appropriate)

Name of Organisation:

Correspondence Address:

Name and Address of Person Making the Application:

Name: (Mr/Mrs/Miss/Ms) Address:

Postcode:

E-mail address:

Telephone number:

1. **When** **was** **your** **organisation** **formed?**
2. **What** **does** **your** **organisation** **do?**
3. **Is** **your** **organisation** **a** **registered** **charity?** **\*YES/NO** **(if** **yes,** **please** **provide** **Registered** **Charity** **Number:**
4. **Is** **your** **organisation** **part** **of,** **or** **afﬁliated** **to,** **any** **national** **organization or political party?** **\*YES/NO** **(if** **yes** **please** **give** **details):**

1. **Brieﬂy** **describe** **the** **project** **or** **purpose** **for** **which** **you** **require** **a** **grant** **and** **how** **the** **project** **or** **purpose** **will** **beneﬁt** **the** **community** **or** **residents** **of** **the** **Morecambe** **Town** **Council** **area** **(please** **use** **additional** **pages** **if** **required).**
2. **Approximately,** **how** **many** **people** **do** **you** **expect** **to** **beneﬁt** **from** **this** **project?**

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| Age Group | Inhabitants of Morecambe Town Council Area | Tourists to Morecambe Town Council Area |
| 0 - 25 |  |  |
| 26 - 49 |  |  |
| 50 and over |  |  |
| All Ages |  |  |
| Special or minority groups (please specify) |  |  |
| Total |  |  |

1. **How** **do** **you** **think** **your** **application** **matches** **the** **Council** **Grants** **Criteria?**
2. **What** **is** **the** **identiﬁed** **need** **for** **your** **proposal?**
3. **Please** **include** **a** **brief** **statement** **in** **relation** **to** **the** **environmental** **impact** **of** **your** **proposal.**
4. **What** **dates** **do** **you** **intend** **your** **project** **to** **commence** **and** **end?**
5. **How** **will** **you** **measure** **the** **success** **of** **your** **project?**
6. **What** **size** **of** **grant** **are** **you** **seeking?** **£** **(The** **Council** **cannot** **make** **a**

determination if the amount is not indicated)

1. **What** **is** **the** **total** **cost** **of** **the** **project** **for** **which** **you** **are** **seeking** **a** **grant?** **£**

… (Please include budget. Where possible, the Council encourages use of local suppliers)

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| --- | --- | --- |
| **Budget** **Item**i.e. materials/supplies, personnel, expenses, equipment, insurances, administration, marketing. | **Expenditure** | **Income** |
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| Total Estimated Expenditure/ Income |  |  |
| Total Net Cost |  |
| Grant Amount Applied For |  |

1. **If** **you** **are** **not** **applying** **for** **the** **full** **amount,** **please** **specify** **where** **the** **remaining** **funds** **will** **come** **from:**
2. **Have** **you** **applied** **for,** **or** **do** **you** **plan** **to** **apply** **for** **a** **grant** **in** **respect** **of** **this** **project** **to** **any** **other** **organisation** **(including** **Local** **Authorities)?** **\*YES/NO** **(if** **yes,** **please** **give** **details)**

|  |  |  |
| --- | --- | --- |
| **Funder** | **Value** | **Application Date** |
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1. **Please** **give** **details** **of** **your** **organisation’s** **own** **fund-raising efforts:**
2. **Please outline how your organisation is making progression towards financial self-sustainability**
3. **Please** **add** **any** **supplementary** **information** **in** **support** **of** **your** **application.** **(Additional** **literature,** **leaﬂets** **or** **recent** **annual** **reports** **may** **be** **enclosed** **with** **or attached to** **the** **application)**
4. **Have** **you** **previously** **received,** **or** **applied** **for** **a** **grant** **from** **Morecambe** **Town** **Council?**

\*YES/NO (if yes, please give details of amount(s) and year(s) and purpose:

1. What opportunities will there be to credit Morecambe Town Council for its support?
2. **BANK** **DETAILS**

Name of Bank:

Name of Account:

Sort Code:

Account Number:

1. **Where** **did** **you** **learn** **you** **could** **apply** **for** **a** **Council** **grant?**
2. **DECLARATION**

I declare that:

I have read and accepted the Criteria and Conditions of the Grant and have answered all questions fully and truthfully. I also declare that any grant made will be used solely for the purpose outlined in this application.

Morecambe Town Council will be recognised on any materials produced and in any form of publicity as a result of this grant.

I understand that:

Morecambe Town Council reserves the right to request a list of names and addresses of members of the organisation.

Any materials produced, made, originated, developed or arising out of the provision of the grant are to be made available for use by the Council if requested.

Morecambe Town Council may ask for additional information at any stage of the application process. I will be required to submit details showing how the grant funding was used. Morecambe Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose speciﬁed.

The application form and supporting information will be copied and placed on the public agenda for Council meetings. Personal data that has been supplied will not be disclosed and will be held by Morecambe Town Council in accordance with the Data Protection Act.

Name Signed Position Date

1. Have you found this application straightforward to complete? \*YES/NO (if no, please let us know of any improvements we can make to assist applicants).

To avoid the Council making inappropriate grants of public funds it is a requirement that the following documents MUST accompany your application.

1. **Where** **appropriate,** **a** **copy** **of** **your** **organisation’s** **CONSTITUTION.**
2. **Any** **documentation** **to** **evidence** **the** **group/project** **is** **committed** **to** **working** **in** **a** **way** **which** **values** **and** **treats** **all** **people** **with** **respect** **and** **dignity,** **and** **celebrates** **diversity.** **The** **group/** **project,** **through** **its** **practices,** **will** **ensure** **that** **no** **member,** **service,** **user,** **employee,** **volunteer,** **job** **applicant** **will** **receive** **less** **favourable** **treatment** **or** **suffer** **unlawful** **discrimination** **on** **the** **ground** **of** **age,** **colour,** **impairment,** **martial** **status,** **lifestyle** **and** **culture,** **nationality,** **race,** **gender** **or** **sexuality,** **or** **on** **the** **grounds** **of** **economic** **or** **social** **status.**

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Lancashire

LA4 5AF

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**Morecambe Town Council - Checklist for Applicants**

|  |  |
| --- | --- |
| **Documents to Send** | **Please Tick** |
| Completed and signed application form. |  |
| Copy of the organisation’s constitution. |  |
| Policies regarding equality and diversity. |  |
| Safeguarding policy (if required). |  |
| Bank statement from previous six months, up to the end of the month proceeding the closing date. |  |
| Quotations of any anticipated expenditure exceeding£500.00 |  |
| Confirmation that any risk assessments and insurances are in place for the project. |  |

Applications submitted without all of the required documents (as set out above) will not be processed and therefore not considered by the Committee/Council.

Completed applications should be provided in digital format to events@morecambe.gov.uk

If you have any questions, please call 01524 956026.