



# Wymondham Town Council

## Community Large Grant Application Form

(from £300 up to £1500)

For all not-for-profit groups and organisations within the parish and operating for the benefit of the residents of Wymondham.

**NOTES TO THE APPLICATION FORM:**

- If you need assistance completing any aspect of the form or wish to discuss your eligibility, please contact the Town Clerk.
- Please complete the form clearly and fully in BLACK ink and BLOCK CAPITALS.
- You are advised to keep a copy of the completed form.
- After completing the form, please send it to the postal address or email on the next page.

If successful, grant funding is paid via bank transfer.

You should ensure you have read the council’s Community Grant Policy before submitting your application

**Contact Information**

Name of Organisation:		Your Name:	
Position in Organisation:		Your Email:	
Contact Address (including post code):			

**About your Organisation**

What type of organisation / group are you?			
Please select the options below that best describe your organisation / group:			
Registered Charity	<input type="checkbox"/>	Community/Voluntary organisation	<input type="checkbox"/>
Church / Faith group	<input type="checkbox"/>	Not for Profit Company	<input type="checkbox"/>
Sports organisation	<input type="checkbox"/>	Youth Organisation	<input type="checkbox"/>
Other - please specify:			
Do you have a constitution or governing document?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
What are the aims/objectives of your organisation?			
Please provide details of your organisation’s membership: <i>(this should include the geographical area your members are drawn from etc.)</i>			
How is your organisation managed?			
How many trustees/committee members do you have?		How many staff does your organisation employ?	
		Roughly how many volunteers do you regularly have?	

## About the Project

Total Project Cost (£):	
Contribution from other sources (£):	
Total Requested from Town Council (£):	
Please detail any non-financial ('in kind') support you have for this project:	
Does the project involve collaboration with other organisations? If so, please detail their involvement.	
Please explain the project:	
If the council is unable to fund your project, what impact would that have?	

## Our Funding Objectives

Which outcomes do you believe your project meets?

- Provides improved opportunities or services for those aged 18 or under
- Provides improved opportunities or services for those aged 65 or over
- Provides a new, or improve an existing asset or service benefiting a significant percentage of residents
- Enhances the profile and/or reputation of Wymondham

Please set out how you believe your project meets these aims:	
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## Grant Breakdown

Please be as detailed as possible. The sum of the items should match the amount requested from the Town Council. <i>For any expenditure on a single item over £500 you must demonstrate that best value has been sought, normally by submitting quotations:</i>	
Item	Amount (£)
<i>Total</i>	

Have you enclosed a copy of your latest audited accounts or independently examined accounts?	Yes	<input type="checkbox"/>	N/A	<input type="checkbox"/>
If you have ticked 'Not Applicable' please explain why. Failure to enclose copies of accounts may cause your application to be delayed or rejected.				
Have you enclosed a copy of your latest bank/building society/other investment accounts statements? <b>(Internal use only – not for public information).</b>	Yes	<input type="checkbox"/>	N/A	<input type="checkbox"/>
If you have ticked 'Not Applicable' please explain why. Failure to enclose copies of statements may cause your application to be delayed or rejected.				

**Additional information**

<p>Please provide any information relating to your project that you believe the Town Council should be aware, and an explanation of any expenditure that you feel is non-self-explanatory. <i>Please also provide an explanation of any expenditure that is for consultancy.</i></p>

Any award will be paid by BACS. Please enter you bank details below:

<b>Name of applicant:</b>	<b>Name of account holder:</b>																					
<b>Signature:</b> (or print name if returning by email)	<b>Date:</b>																					
<b>Sort Code:</b>	<b>Account number:</b>																					
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Wymondham Town Council may request additional information, to view original documents or seek supporting evidence from third parties.

**Declaration:** I have authority to submit this application on behalf of the stated organisation and I believe that all the statements contained herein to be true and accurate to the best of my knowledge. I understand that if the information supplied is found to be false or seriously misleading the Town Council may seek to recover any grant made.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Please return your completed form to:

Mrs Laura Trabucco (Town Clerk)  
Wymondham Town Council  
Ketts Park, Harts Farm Road, Wymondham, NR18 0UT  
Email: [office@wymondhamtowncouncil.gov.uk](mailto:office@wymondhamtowncouncil.gov.uk)  
Tel: (01953) 603302

**DATA PROTECTION STATEMENT**

**Your details will be kept securely by Wymondham Town Council under the terms of the  
Data Protection Act and Freedom of Information Act 2000**

WTC must protect public funds and may use personal information and data-matching techniques to detect and prevent fraud, and ensure public money is targeted and spent in the most appropriate and cost-effective way. In order to achieve this, information may be shared with other bodies responsible for auditing or administering public funds including the Audit Commission, the Department for Work and Pensions, other local authorities, HM Revenue and Customs, and the Police. We might use personal information provided by you in order to conduct appropriate identity checks. If you provide false or inaccurate information in your application or at any point in the life of any funding we award you and fraud is identified, we will actively seek recovery of the awarded grant funding, and will provide details to fraud prevention agencies, to prevent fraud and money laundering.

The information provided on this application will be held on a database and used to provide information to officers and members of the Town Council.

Organisations are asked to agree to allow their details to be used in the Town Council's website, publications and other materials. Do you agree for your organisation's details to be included? (Please note that personal and financial details will not be published.)

**Please select as applicable**

Yes  No

Please note that the Town Council will take account of Best Value, its obligation to promote equality, its statutory powers and accounting requirements in reaching its decision. Information (where applicable) are therefore required from all applicants for financial assistance (*before the application can be placed before the Finance & General Purposes Committee or Full Council*). Information may be provided on a separate sheet if necessary.