



# Wymondham Town Council

## Community Small Grant Application Form

*(up to £300)*

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"/>
Other - please specify:			

Do you have a constitution or governing document?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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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 Requested from Town Council (£):			
Please explain what the grant will be spent on: <i>(this should explain the objectives of the project and benefits to the Wymondham community)</i>			
How will the Wymondham Community benefit from this funding?		Which Wymondham residents will benefit from this grant?	
How much total funding do you need?			
How much funding are you requesting from other sources or providing yourself?			
If other funding has not been confirmed, what would happen if you did not receive all the funding requested from these other sources?			

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>												

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.