



MALDON TOWN COUNCIL  
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## **MALDON TOWN COUNCIL - SMALL GRANTS SCHEME**

The Town Council's small grants scheme is intended to support local voluntary and charitable organisations which are providing benefit to the people of Maldon Town.

Consequently applications can only be accepted if the following guidelines are fulfilled:

- ◆ The project must be undertaken within the Town Boundary. Organisations based in Maldon will receive priority over regional or national bodies.
- ◆ All grant funding is subject to Council Officers being satisfied with the accounts and/or financial status of the applicant

## **THE APPLICATION PROCESS**

- ◆ Applications must be submitted on the prescribed form, which can be obtained by contacting Maldon Town Council by phone or email at the address given above. The form can also be downloaded from the Town Council web site.
- ◆ The form must be signed by an appropriate member of the organisation.
- ◆ Applications can be submitted at any time and will be presented to the next appropriate Meeting after an assessment has been carried out by Council Officers.



**GRANT FUNDING APPLICATION FORM**

Questions should be answered as fully as possible. Please do not leave boxes blank - state "not applicable" if a particular question is not relevant to your organisation or project. You are welcome to provide documentary evidence to support your application, but **please do not** use it in place of answering a question (e.g. **do not** write "see attached annual report"). Incomplete application forms will be returned to the applicant for amendment and resubmission. Please write clearly in black ink or type and continue onto a separate sheet where necessary. A copy of this form is available on e-mail or in larger print upon request. If you require assistance in completing this form please contact the Town Council.

1.	Full Name of Organisation:	
2.	Contact Name:	
3.	Position held within organisation:	
4.	Correspondence address:	
5.	Daytime telephone number:	
6.	Please state the nature of your organisation (please tick any boxes which apply)	<input type="checkbox"/> Voluntary Organisation <input type="checkbox"/> Not for Profit Organisation <input type="checkbox"/> Welfare Organisation <input type="checkbox"/> Sports Organisation <input type="checkbox"/> Cultural Organisation <input type="checkbox"/> Social Organisation <input type="checkbox"/> Other (please specify).....
7.	Please describe the main activities of your group and the services you provide:	
8.	Please describe the project for which you are applying for funding: (if required continue on a separate sheet)	

9.	Estimated total cost of the project: (please specify what the funds will be used for, where possible)					
10.	Please give details about how your organisation will obtain the balance of funding for the project:					
11.	<p>Has your organisation received a grant from Maldon Town Council in the past:</p> <p>If yes, please give details</p>	<p><b>YES/NO</b></p> <table border="0"> <tr> <td><u>Date</u></td> <td><u>Project Details</u></td> <td><u>Amount</u></td> </tr> </table>	<u>Date</u>	<u>Project Details</u>	<u>Amount</u>	
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12.	Please give details of any grant received from other local authorities over the last two years:	<table border="0"> <tr> <td><u>Date</u></td> <td><u>Project Details</u></td> <td><u>Local Authority</u></td> <td><u>Amount</u></td> </tr> </table>	<u>Date</u>	<u>Project Details</u>	<u>Local Authority</u>	<u>Amount</u>
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13.	Please give details of contributions offered or expected from other sources of funding:					
14.	Please state the total amount of grant required from Maldon Town Council:					
15.	What is the anticipated start date of the project (or actual date for the project):					

16.	Please describe the benefits offered to the community by the project for which you are applying for funding:	
17.	If a grant is offered to your organisation, to what name should the cheque be made payable:	

**A copy of your latest annual accounts (audited or certified by a suitably qualified person) must be submitted with this form. Applications not complying will not be considered unless the organisation is newly constituted or an explanation is provided.**

**If the application is in respect of building works or the supply of goods, payment will not be made until work is completed or goods are received – copies of appropriate invoices will be required.**

**In any case where the work has not commenced or the goods have not been received within two years of the offer of grant being made, the offer shall lapse.**

### **DECLARATION**

I confirm that I am making this application on behalf of the aforementioned organisation, and that the information I have supplied is, to the best of my knowledge, true and correct. I will inform Maldon Town Council as soon as possible if the information contained within this application changes in any way. I confirm that any funding offered will be used solely for the purposes specified in the application. I confirm that my organisation will comply with any terms and conditions imposed upon an award by Maldon Town Council, and understand that repayment of a grant may be necessary if these conditions are not fulfilled.

Signed:..... Date:.....  
*(to be signed by the person named in question no. 2)*

**Please return the completed form to: The Town Clerk, Maldon Town Council, Town Hall, Market Hill, Maldon, Essex CM9 4RL.**

# AGREEMENT WITH TERMS AND CONDITIONS OF A GRANT FROM MALDON TOWN COUNCIL

.....(*name of organisation*)

1. agrees to provide to Maldon Town Council no later than .....a set of independent fully audited accounts that clearly shows how the grant has been spent;
2. agrees to use the money provided by the Maldon Town Council only for the purposes outlined in the grant application dated.....;
3. agrees to obtain permission in writing from the Maldon Town Council should expenditure for the project be varied in any way;
4. acknowledges and accepts the right of Maldon Town Council to demand all or part of any grant that is not used in accordance with the grant application form;
5. undertakes to repay on demand any money that is used not in accordance with and as detailed in the grant application form;
6. will repay any unused amount of the grant should the organisation close or be disbanded;
7. will allow Maldon Town Council to inspect all accounting records of its organisation, which the Town Council deems necessary.

Signed: .....

On behalf of (*name of organisation*) ..... .....

Position in Organisation.....

Date...