



# *Warwick Town Council*

## *COVID-19 Charity Funding Support*

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**Completed applications should be submitted 10 days before Committee meeting**

**The Court House  
Jury Street  
Warwick  
CV34 4EW**

## Part 1. COVID-19 Charity Funding – Guidance Notes

We believe that people living with mental and/or physical disabilities, a long-term illness or those less fortunate should have the same choices, quality of life opportunities and aspirations as others.

To help us achieve this we have launched a Covid-19 grant scheme to support to Charities who, through their day to day operations, strive to bring about transformational change to enhance the quality of the lives of people in need throughout Warwick (CV34). This funding will only be open until the end of the current Civic Year; May 2021.

Applications will have to satisfy the following conditions to be considered for a grant:

- Applications must be made from a Charity that provides support to Warwick residents (CV34). You must be a registered charity with a minimum of 3 years filed accounts
- The application must clearly demonstrate how the funding will improve the services your charity offers residents of Warwick
- All applications must be signed by a local Town Councillor to indicate their support, before submitting your application to the office.
- The total amount requested does not exceed £5,000

Applications will be considered at the upcoming Community & Cultural or Economic and Tourism meeting and should be submitted 10 days prior to the meeting. The Committees oversee funding of up to £3,000. All grant applications over the value of £3,000 must pass through committee approval and then go forward to the following Full Town Council meeting for final decision.

## Part 2. COVID-19 Charity Funding – Application Notes

### Section 1 – Contact Details

Please give the name of the charity applying for funding. Please also provide the name, email address, telephone number and postal address of the person that will act as the main contact for further information and correspondence.

### Section 2 – Charity Details

**Overview** – Please provide an overview of your charity, including your aims and objectives.

**VAT** – This should include your VAT and Charity Number, if applicable.

**Organisation** – Please state how many members your charity has, including paid staff.

**Accounts** – What is your charity's annual gross income? Please attach your last 3 year's annual accounts.

### Section 3 – Funding Information

**Project Information** – Give a clear explanation of how you intend to spend the money, including any timescales.

**How do you know there is a need for the work?** – Describe what evidence you have got to support your application

**Partnership Working** – Please list all groups and agencies involved with your charity. If more than one County or District Council Department is involved, please list each one separately

**Equality of Access** – How will you ensure that your target population will directly benefit from this funding?

**Target Audience** – Please indicate what age groups benefit from your charity.

### Section 4 – Financial Details

**Amount of Funding Requested** – Applications under £3,000 will be decided by the Community and Cultural or the Economic and Tourism Committee. Grant applications over £3,000 that are agreed by the committee will be discussed at the following Full Council Meeting who will make the final decision.

**Itemised Breakdown** – Please provide a breakdown of how you plan to spend the money

**Project Total** – Is this the total cost of funding required? If no, please advise where the remaining money has/will be obtained from

## Section 5 - Declarations

Please sign and date the application form

**Please attach a signed copy of the terms and conditions (part 4) to confirm all the information given on this application form is correct and you have the authority to make the application on behalf of the registered Charity.**

## Section 6 - Town Councillor Declarations

***This section must be completed before submitting your completed application to the office***

**Town Councillor** – Please state which Town Councillor will be supporting your application

**Town Councillor Involvement** – This must be completed by the Town Councillor. A 'yes' or 'no' answer will be sufficient, but space has been provided for a full answer if required

**Town Councillor's Signature** – This section must be signed by a Town Councillor

**Comments** – For the Town Councillor to give a brief comment on the project if they wish

**'Councillors Charity Funding Application' form must also be completed by the supporting Town Councillor to indicate their support of the application and submitted alongside the completed grant application form.**