

WARWICK TOWN COUNCIL

APPLICATION FORM

COVID-19 CHARITY FUNDING



- Please read Guidelines Parts 1 & 2 before completing the form.
- Please ensure the last 3 years annual accounts are submitted with your application alongside a signed copy of the Terms and Conditions (part 4)
- Closing date for applications: 10 days prior to Committee Meeting.
- Applications must be countersigned by the supporting Town Councillor
- Grants under £3,000 will go forward for approval by the committee.
- Grants more than £3,000 will be taken to the committee for recommendation and then to the following Full Town Council meeting for final decision.

If you can tick ALL the boxes below you are eligible to apply for a grant

- Your charity has got a bank account (we cannot pay money into individual's accounts)
- You are a registered charity with 3 years filed accounts. A copy of your 3 years annual accounts is required with this application
- Your project will benefit people in Warwick (CV34)

Section 6 of this application, Town Councillor Declarations, must be completed before submitting your application to the office.

Section 1: Contact Details	
Name of Charity applying	
Contact details of person completing the application form This person is responsible for: <ul style="list-style-type: none"> • providing information if requested • receiving the grant money if awarded • signing the grant agreement • providing evaluation/feedback and ensuring a representative is available to present at our Annual Town Meeting, should the application be approved 	Name
	Job Title
	Email address
	Telephone number
	Postal address

Section 2: Charity Details											
Briefly explain what your Charity does (e.g. – youth club, charity) & your aims and objectives											
Please provide the charity & VAT number for your group, if applicable											
How many people are currently involved in your Charity?	<table border="0"> <tr> <td colspan="2">Members / service users</td> </tr> <tr> <td>Women (18+) =</td> <td>Men (18+) =</td> </tr> <tr> <td>Girls (0-17) =</td> <td>Boys (0-17) =</td> </tr> <tr> <td colspan="2">Staffing</td> </tr> <tr> <td>Paid staff =</td> <td>Volunteers =</td> </tr> </table>	Members / service users		Women (18+) =	Men (18+) =	Girls (0-17) =	Boys (0-17) =	Staffing		Paid staff =	Volunteers =
Members / service users											
Women (18+) =	Men (18+) =										
Girls (0-17) =	Boys (0-17) =										
Staffing											
Paid staff =	Volunteers =										
What is your charity's annual gross income? Please attach your last 3 annual accounts to this application form											
Section 3: Funding Information											
<p>Tell us about your charity:</p> <ul style="list-style-type: none"> • This should describe what you want to do with the money • Planned timescales • Who will the funding benefit and what age groups? 											
<p>How do you know there is a need for the work covered by your charity?</p> <ul style="list-style-type: none"> • Describe the evidence you have got and the source (e.g. survey, statistical data etc) 											
<p>Partnership Working</p> <ul style="list-style-type: none"> • What other partners are involved in supporting your charity financially? 											

<p>Equality of access</p> <ul style="list-style-type: none"> How will you ensure your target population will directly benefit from this funding? 	
<p>What age group(s) will benefit from the funding?</p>	<p>Tick/indicate all that apply:</p> <p> <input type="checkbox"/> 0-8 <input type="checkbox"/> 9-14 <input type="checkbox"/> 15-24 <input type="checkbox"/> 25-35 <input type="checkbox"/> 36-50 <input type="checkbox"/> 51-65 <input type="checkbox"/> 66+ </p>

Section 4: Financial Details																			
<p>How much money are you requesting from Warwick Town Council?</p>	<p>Total amount applied for £</p>																		
<p>Please provide a simple itemised breakdown of how this money will be spent</p>	<table border="1"> <thead> <tr> <th data-bbox="655 891 1275 943">ITEM</th> <th data-bbox="1275 891 1490 943">COST</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr> <td data-bbox="655 1285 1275 1337">TOTAL:</td> <td data-bbox="1275 1285 1490 1337"></td> </tr> <tr><td> </td><td> </td></tr> </tbody> </table>	ITEM	COST													TOTAL:			
ITEM	COST																		
TOTAL:																			
<p>Is this the total cost of funding required?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>																		
<p>If no, please give details of funds raised or applied for from other partners, agencies, groups etc:</p>	<p>Other funds applied for/secured (including amount):</p>																		
<p>What is the total cost of funding required?</p>	<p>Total cost £</p>																		

Section 5: Declarations	
<p>Signature of main contact person</p>	
<p>Date form completed</p>	

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

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

Section 6: Town Councillor Declarations	
Town Councillor supporting the project (name)	
Have you been or will be actively involved with this charity?	
Town Councillor's signature	
Date:	
Town Councillor's additional comments (if applicable)	

'Councillors Charity Funding Application' form must also be completed by the supporting Town Councillor to indicate their support and submitted at the same time as this completed application.

Completed forms and any supplementary sheets should be sent to:

Warwick Town Council
Court House
Jury Street
WARWICK
CV34 4EW

Electronic Copies: clerk@warwicktowncouncil.org.uk