



Important note to be read by all applicants

Have you read the criteria enclosed with the Application Form? If not, please do so before completing and returning the Form. The criteria contains specific information to assist you in the form's completion. This form will be photocopied. To help us speed up the processing of your application, please ensure that you complete ALL sections using a dark ink to permit ease of photocopying. Remember to also keep a copy for your own records. If you have any queries, please telephone Bernard Fleckney on 01932 425620 for information.

SECTION A - THE ORGANISATION

1. NAME & ADDRESS OF ORGANISATION

2. a) NAME & ADDRESS OF CONTACT FOR PURPOSES OF THIS APPLICATION

Tel. No. : (Home)

(Work/Daytime)

Email:

b) NAME AND ADDRESS OF TREASURER FOR PURPOSES OF THIS APPLICATION

Tel. No. : (Home)

(Work/Daytime)

Email:

3. STATUS AND HISTORY OF ORGANISATION

a) Date organisation established:

b) Role of organisation:

c) Aims of organisation:

4. **DO YOU HAVE A CONSTITUTION?** YES / NO - if YES please include a copy if one not already held by the Council OR if any alterations have been made since a previous copy submitted
5. **DO YOU HAVE A MANAGEMENT COMMITTEE?** YES / NO - if YES please give details on a separate sheet
6. **CURRENT MEMBERS & USERS OF THE ORGANISATION.** Please state the total number of members and users and go on to complete the table below.

TOTAL NUMBER :

	Volunteers/Members of Organisation		Users/Clients of facilities	
	No.	(%)	No.	(%)
NO. RESIDENTS IN BOROUGH				
NO. RESIDENTS IN OTHER AREAS <i>(Please specify)</i>				
% of membership from ethnic minority groups				
% of members over 65 years old				
% of members between 18 and 65 years old				
% of members under 18 years old				
% of male members				
% of female members				
% disabled				

7. **IS MEMBERSHIP OPEN TO ALL OR MEMBERS OF A PARTICULAR GROUP ONLY? (FOR EXAMPLE, CAN YOU ONLY BELONG TO THE CLUB IF YOU WORK FOR A PARTICULAR COMPANY?).** *(Please give details)*
8. **DOES THE ORGANISATION WORK WITH OTHER STATUTORY AND/OR VOLUNTARY ORGANISATIONS?** *(Please give details)*
9. **IS YOUR ORGANISATION IN RECEIPT OF, OR HAS YOUR ORGANISATION RECEIVED OR APPLIED FOR PREVIOUS FINANCIAL ASSISTANCE FROM THE COUNCIL ? IF YES, PLEASE PROVIDE DETAILS, E.G. AMOUNT, DATE, ETC. PLEASE ALSO INCLUDE APPLICATIONS MADE BUT UNSUCCESSFUL**
(Note: please include rate relief, rent grant aid or any other form of financial assistance).

SECTION B - THE PROJECT

NOTE: *Applicants seeking a grant for building repairs/equipment should include three or more competitive quotes and three copies of any relevant plans/diagrams and technical details available*

10. PLEASE GIVE DETAILS OF THE PROJECT FOR WHICH A GRANT IS BEING SOUGHT. FOR EXAMPLE, IS THE GRANT FOR AN :-

- * Event or Promotion / Equipment / Building Works / Building Repairs / Publication / Start up Costs of New Organisation or other (please state below)

(Please continue on separate sheet, if necessary).

11. WHAT PURPOSES DO YOU HOPE THE PROJECT WILL ACHIEVE?

12. WHICH SPECIFIC GROUPS OR SECTIONS OF THE COMMUNITY WILL BENEFIT FROM THE PROJECT?

13. HOW WILL THE PROJECT SUPPORT THE TARGETS CONTAINED IN THE COMMUNITY STRATEGY AND STRATEGIC PLAN FOR RUNNYMEDE OR OTHERWISE MEET THE NEEDS OF PEOPLE WITH DISABILITIES, THE VULNERABLE OR DISADVANTAGED, YOUNG PEOPLE OR OLDER PERSONS? (Copies of the Community Strategy and Strategic Plan are available from the Council's Policy Officer, Sascha Mitchell on 01932 425503. They can also be found on www.runnymede.gov.uk).

14. NEW ORGANISATIONS - HOW MANY PEOPLE WILL LIKELY BENEFIT FROM THE PROJECT?

TOTAL NUMBER :

Project	Potential Volunteers/Members		Potential Users/Clients	
	No.	(%)	No.	(%)
NO. RESIDENTS IN BOROUGH				
NO. RESIDENTS IN OTHER AREAS <i>(Please specify)</i>				

15. PROVIDE A BREAKDOWN OF COSTS OF YOUR PROPOSALS INCLUDING

£

PURCHASE OF EQUIPMENT/OF MATERIALS -
SALARIES INCLUDING OVERHEADS -
REPAIRS AND MAINTENANCE -
ADMINISTRATIVE EXPENSES
i.e. Telephone, Printing & Stationery, Insurance -
RENT AND RATES -
HEATING AND LIGHT -
OTHER (Please specify) -

TOTAL COST OF PROJECT (INCLUDING VAT)

16. IF THE GRANT IS TO PROVIDE NEW FACILITIES, HOW IS IT PROPOSED TO MEET THE FUTURE COST OF RUNNING THEM ?

17. HOW MUCH GRANT IS BEING SOUGHT FROM RUNNYMEDE BOROUGH COUNCIL?

£

(Remember, this should be no more than 50% of the total project cost)

18. ESTIMATED START DATE*:

** Please note that grant aid is not awarded retrospectively. Applicants must not have started the project or legally bound themselves to expenditure before a grant offer is made.*

19. ESTIMATED COMPLETION DATE:

20. PROJECTS FOR REPAIRS/IMPROVEMENTS TO PREMISES ONLY

a) Please detail the current use, and frequency of use, of the facility

b) Does the organisation own or lease the premises? Under what terms? (The Council must see the written consent of the landlord to any works).

c) Are any loans secured on the property of the organisation? If so, under what terms?

d) Is Planning Consent or Building Regulations Consent required for the works? (Please provide evidence that you have sought advice on this).

SECTION C - FINANCIAL INFORMATION

21. (i) **ACCOUNTS** - If seeking grant between £200 - £1,000 please enclose audited accounts for the last complete financial year. These accounts should comprise of an income and expenditure account for a complete year together with a balance sheet as at the year end date signed by the auditor. Applications for £1,000 or more must provide two years audited accounts and interim accounts for the current year.

If a new organisation, please provide as much financial information as you can.

- (ii) **CASH IN HAND** - As at the date of completion of this form, what is the organisation's current amount of readily available cash? Is any of this money earmarked for a specific project? - *please give details.*

- (iii) **BUDGET** - Please enclose a statement of anticipated income and expenditure for the organisation for the current/next financial year.

- (iv) **BUSINESS PLAN** - **If the application is for start up costs, or for more than £2,000 (other than for 'one-off' building or contract works without any implications for future expenses) please provide a business plan.** (Note - the Council reserves the right to ask for a business plan in other cases).

22. **OTHER SOURCES OF FUNDING FOR THE PROPOSAL**

Please specify funding received or likely to be received from other organisations/bodies

Source	Amount received to date	Further applications made		
		Date made	Requested amount	Result (if known)
OWN RESOURCES SURREY C.C. WOKING B.C. GUILDFORD B.C. ELMBRIDGE B.C. SURREY HEATH B.C. ANY OTHER LOCAL AUTHORITY NATIONAL LOTTERY SPORTS COUNCIL FOUNDATION FOR SPORTS AND ARTS OTHER (e.g. loan)				
Subscriptions Rate / Member			Total per annum	
Charges per service recipient			Total per annum	
Sponsorship - please specify				
Donations - please specify				
Profit-making activities (e.g. sale of goods, sale of tickets)				
Other fund raising - please specify				

SECTION D - PERFORMANCE REVIEW

To be completed by all applicants requesting £2,000 or more

23. HOW WILL YOU MEASURE THE SUCCESS OF YOUR PROJECT ?

SIGNATURE OF PERSON MAKING APPLICATION

I hereby agree to abide by the general terms and conditions as set out in the criteria for Grant Aid

Signature..... Dated

NOTE: APPLICANT'S ATTENTION IS DRAWN IN PARTICULAR TO CLAUSE 6 OF THE CRITERIA SHOULD THIS APPLICATION PROVE SUCCESSFUL

GRANT AID APPLICATION FORM

PLEASE RETURN THE COMPLETED APPLICATION FORM EITHER

By Post to:

B A Fleckney
Department of Administration and Leisure
Runnymede Borough Council
Civic Centre
Station Road
ADDLESTONE
Surrey KT15 2AH

Direct telephone line - (01932) 425620

or by email to:

bernard.fleckney@runnymede.gov.uk

HAVE YOU ENCLOSED? :-

TICK

CONSTITUTION OF YOUR ORGANISATION	
DETAILS OF MANAGEMENT COMMITTEE	
PROPERLY AUDITED ACCOUNTS FOR THE LAST YEAR (FOR GRANTS UP TO £1,000)	
PROPERLY AUDITED ACCOUNTS FOR THE LAST TWO YEARS (FOR GRANTS OVER £1,000)	
STATEMENT OF ANTICIPATED INCOME AND EXPENDITURE	
QUOTATIONS / ESTIMATES	
BUSINESS PLAN (IF APPLICATION IS FOR A GRANT OF MORE THAN £2000)	

NOTE TO ALL APPLICANTS

The Council may be statutorily required to supply any information you provide, to other bodies exercising functions of a public nature, for the prevention and detection of fraud. For further information, please see www.runnymede.gov.uk/DataMatching.

Runnymede Borough Council regrets that it is not in a position to consider applications from applicants who are required to submit the above documents but who choose not to do so.