

# KIRKHAM

## TOWN COUNCIL

The Kirkham Community Projects Fund

### GRANT APPLICATION FORM FOR FUNDING £300-£1500

Name of organisation/ group:

#### SECTION 1: BASIC DETAILS

In which area of Kirkham will your activity take place?

Name of contact:

Address:

Telephone No:

Email Address:

When is the best time to contact you?

Please let us know whether you have any communication needs.

Does your organisation/ group have a constitution or similar document?

Yes            Please enclose a signed copy with the application

No             You will need a simple set of rules to apply

When was your organisation/ group established?

How many people are involved in your organisation/ group?

No. of Committee Members

No of Volunteers

No. Members

No. of Paid Staff  
(Full time)  
(Part time)

Please give a brief description of what the money you are requesting will purchase:

## SECTION 2: THE PROJECT

Please give a brief description of your project and how it links to the fund objectives.

What is the proposed project start date?

How have you assessed the need for the project? Please provide details of user feedback, surveys and questionnaires.

What support have you received from other local groups?

How will the progress of the project be recorded and ultimately evaluated?

How many people do you expect will benefit from the project?

How the project will benefit the wider community?

What will be the total cost of project?

How much money are you applying for? Please give a breakdown of the costs:

Please give details of where matched funding for the project is coming from?

Have you received any other funding for this project? If yes, please provide details.

### SECTION 3: FINANCIAL INFORMATION

Does your group produce annual accounts?

Yes

(Please enclose a copy of the last 12 months with the application)

No

(A summary of expenditure will be required at the project completion)

Please complete your organisation/ group's bank/building society details:

Name of bank/building society

Account Name (as given on the statement)

Names of all signatories

FOR GROUPS WHO DO NOT HAVE A BANK ACCOUNT

Name of the organisation who will receive a grant on your behalf?

Account Name:

Names of all signatories:

### SECTION 4: DECLARATION

We confirm that the information in this application form is correct. Any grant awarded will be used only for the purposes given and according to any conditions. We understand we will need to provide information on the progress of the project and proof of expenditure.

Signatures of two people from your group are required:

Name:

Signature:

Name:

Signature:

**IMPORTANT:** Have you included copies of the documents required? Refer to guidelines.

## APPENDIX I

### Grant Guidelines for: KIRKHAM COMMUNITY PROJECTS FUND

Kirkham Community Projects Fund awards grants of between £300 - £1500 (which should be match funded however, contributions in kind will be considered) to groups that are based in Kirkham, or work exclusively with people who live in Kirkham

#### WHO CAN APPLY?

- You must be based in Kirkham or work exclusively with people who live in Kirkham.
- You must identify a clear need for the project
- You must be a Kirkham local managed voluntary, community or self-help group

#### TO BE ELIGIBLE FOR A GRANT, YOU NEED TO SUPPLY:

- A constitution/ set of rules
- Annual accounts even if they are in basic/ draft format
- A recent group bank statement for groups under 3 months old
- If you are linked to a national organisation you must have your own rules/ constitution, bank account, annual account and management committee.

#### THE CRITERIA:

To be eligible for a grant, your proposed activity must meet one or more of the objectives set out in the Council's Corporate Plan:

- To Promote the Enhancement of The Natural and Built Environment
- To Encourage Cohesive Communities
- To Promote a Thriving Economy

#### PROPOSED PROJECTS ARE REQUIRED TO:

- Demonstrate local support for the idea
- Reflect the needs of diverse communities where appropriate
- Help towards regeneration of the local area
- Give value for money
- Demonstrate the capability to manage the proposed project

#### SOME EXAMPLES OF WHAT WE MAY FUND:

- Projects that encourage young people to reach their potential
- Projects that enhance the skill levels in the community that will be attractive to future employers
- Projects that bring young and older community members together
- Projects that enhance the cultural heritage of Kirkham
- Projects that give learners better access to a wider range of learning opportunities
- Projects that enhance the natural environment such as park enhancements

Please note that this is not a definitive list. You may have a new innovative project that we could fund or enhance an existing project to bring in a new element.

## WHAT WE CANNOT FUND:

- Non–Kirkham based projects
- Projects lasting more than 3 months from receipt of the grant
- Activities which have already taken place before we offer you a grant
- Individuals
- Political or religious activities
- Projects which result in personal gain (you must have charitable objectives)
- Statutory organisation or work which is their responsibility
- Political bodies
- Debts and other liabilities
- Travel or trips
- Social events (other than where there are clearly defined educational benefits)
- Maintenance of motor vehicles
- Ongoing revenue costs, including salaries, hire of venues/equipment
- Animal welfare

There may only be one application made per year per community group/project and the panel's decision is final.

*Please note this list is neither exclusive nor exhaustive*

## HOW DOES THE APPLICATION PROCESS WORK?

- If your project is shortlisted a member/s of your group will be invited to the panel meeting to give any further background information and answer any questions the panel may have (applicants are reassured that this is an informal as possible process).
- The process will take approximately 1 - 2 months from applying to receipt of decision so forward planning is essential for ALL projects.
- Applications will be considered on their own merits
- Applications will only be classed as complete if accompanied by all requested supporting documents.

## THE PANEL

The Mayor	Kirkham Town Council	South Ward
Chris Hopkinson	Kirkham Town Council	North Ward
Paul Brearley	Kirkham Town Council	South Ward
Elaine Silverwood	Kirkham Town Council	North Ward
Jim Cameron	Kirkham Town Council	North Ward

Decisions will be announced within 7 days of the bid going before the funding panel

## HOW SHOULD I APPLY?

When you have completed the application form, please return it to:

By post:       Town Clerk  
                  The community Centre  
                  Mill Street  
                  Kirkham  
                  PR4 2AN

By email:       kirkhamcouncil@btconnect.com

## WHERE CAN I GET HELP?

- Contact Town Clerk on 01772 682755 or email: [kirkhamcouncil@btconnect.com](mailto:kirkhamcouncil@btconnect.com)

## APPENDIX II

### CHECKLIST

1. Have you provided contact details, including a name, address, telephone number and email address?
2. Have you included with the application a copy of your organisation/ group's constitution or a simple set of rules (if there is no constitution)?
3. Have you included all the relevant details of the project, including a start date and costings?
4. Has match funding (or contributions in kind) been found?
5. Have you included a copy of the accounts (last 12months) or have a summary of expenditure if no accounts are available?
6. Have you provided bank details for your organisation/ group or the details of the organisation who receive the grant on your behalf (if there is no bank account)?
7. Have you read, agreed and signed the declaration?

***Your application is complete!***