



## DISS TOWN COUNCIL

Council Offices, 11-12 Market Hill,  
Diss, Norfolk, IP22 4JZ.

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### Community Grants Scheme – Application Form

#### (To be completed with reference to the accompanying Guidance notes)

Diss Town Council is committed to assisting voluntary and not-for-profit organisations working for the benefit of Diss residents whenever possible. One of the ways this is done is through financial grants.

The Council's Financial Year runs from April to March, and applications for grants are considered at two points in the year: Applications received by 31st January will be considered in March for payment from April onwards. Applications received by 31st July will be considered in September for payment from October onwards.

Applicants are advised to read the accompanying guidance notes before completing this form.

Organisation / Individual's Details	
1.	<p>Nature of grant requested from DTC Is your organisation seeking a one-off Project grant, or an Operational Grant</p> <p><input checked="" type="checkbox"/> Project grant (A grant of a one-off nature for, for instance, the purchase of equipment or services to provide or improve a facility or activity for the residents of Diss)</p> <p><input type="checkbox"/> Operational grant (An annual grant to support the ongoing costs of the organisation's activities)</p>
2.	<p>Name of Organisation or Individual(s) including address and website if applicable:</p> <p>Fox Wood Forest School <a href="https://www.foxwoodforestschool.com/">https://www.foxwoodforestschool.com/</a> 102 Factory Lane, Roydon, Norfolk IP22 5QW</p>
3.	<p>Name, address and contact details of person making the application</p> <p>Name: Louise Thompson Address: 3 Copeman Road, Roydon IP22 5RH</p>

		Phone: Landline: 01379 643661 Mobile: 07979962073 Email: foxwoodforestschool@gmail.com
4.	Position held in organisation if applicable	Director - Secretary
5.	How long has this organisation been established if applicable?	April 2016
6.	How would you describe your organisation / the applicant(s)? (tick all boxes that apply)	<input type="checkbox"/> Voluntary organisation or individuals <input type="checkbox"/> Community/Residents' group <input type="checkbox"/> Registered charity <input checked="" type="checkbox"/> Company limited by guarantee <input type="checkbox"/> Trust <input type="checkbox"/> Other – please state: A Not for Profit Social Enterprise
7.	Charity Number (if applicable)	
8.	Company registration number (if applicable)	Company Number 10469295
9.	Does your organisation have a membership?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
10.	If yes, please state:	Current no. of members: Annual Subscription:
11.	Please give details of any other organisation or umbrella group to which your organisation is affiliated if applicable	
12.	Please tick if your organisation / group has:  <i>(You do not have to provide any of these documents at the time of application, but some or all may be required before any grant funds are transferred.)</i>	<input type="checkbox"/> A formal constitution <input checked="" type="checkbox"/> A child protection policy <input type="checkbox"/> A protocol for working with vulnerable adults <input checked="" type="checkbox"/> Public Liability insurance <input type="checkbox"/> A disability audit of its own premises <input checked="" type="checkbox"/> A risk assessment relating to the activity to which the grant relates.
13.	Please describe the activities undertaken by your organisation, including location and frequency of meetings or activities if applicable.	Fox Wood Forest school is based in Roydon and holds regular twice weekly sessions for local families in the surround area. Outreach sessions are also held in Quaker Woods and Bressingham
14.	Does your organisation have its own premises?  If yes, are they:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  <input type="checkbox"/> Owned by the organisation <input type="checkbox"/> Rented <input checked="" type="checkbox"/> Other (please state) .....



23.	<p>In addition to the above, the following <b>will</b> be required of grant applications for ongoing operational funding, and <b>may</b> be required in respect of project grants:</p> <p style="text-align: center;">N/A</p>	<input type="checkbox"/> Evidence is provided of efforts to generate income from other sources <input type="checkbox"/> The organisation / individuals will be required to provide copies of its latest audited accounts, together with a budget / business plan for the period covered by the grant applied for <input type="checkbox"/> Evidence is provided of set targets and robust methods of measuring the achievement of those targets
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**Funding**

24.	(Project Grant) Total Cost of Project	£630
25.	(Operational Grant) Total Annual Budget of your organisation	N/A
26.	Funds already raised	None for this project
27.	Grant requested from DTC	£630
28.	Grants requested from other grant making bodies	None for this project
29.	Anticipated date of grant award from other grant making bodies	N/A
30.	If the above are not sufficient to meet the full cost of the project, where will the balance come from?	We will cut the list back to essentials.
31.	<p>Is the grant requested from DTC for match funding (i.e. are funds from elsewhere?) If yes, please provide details</p> <p><i>N.B. A DTC grant award could be conditional upon evidence that grant applications to other grant making bodies are successful.</i></p>	<input type="checkbox"/> Yes (please state) ..... <input checked="" type="checkbox"/> No
32.	Please enclose a copy of your organisation's most recent annual accounts	<input type="checkbox"/> Accounts attached <input type="checkbox"/> Accounts to follow <input checked="" type="checkbox"/> Not applicable
33.	<p>Please attach a comprehensive budget and business plan for the organisation/project. <i>This may not be appropriate for smaller, one off grants, but will be important for operational grants.</i></p>	<input type="checkbox"/> <b>Business plan</b> attached <input type="checkbox"/> Business plan to follow <input type="checkbox"/> Business plan not available <input type="checkbox"/> <b>Budget</b> attached <input type="checkbox"/> Budget to follow <input type="checkbox"/> Budget not available Break down of costs attached

**Outcomes**

34.	How will you know if your project is successful? What will you be measuring and how will you measure it?	<p>We evaluate our practise regularly. With more equipment we can run more groups and reach more families. we will measure this by the numbers of families that attend.</p>
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Please add any additional supporting information you would like considered here		

<b>Signature and Declaration:</b>	
<b>I declare that:</b>	
<ul style="list-style-type: none"> <li>the information given in this form and any accompanying documents is correct to the best of my knowledge,</li> <li>any funds received will be used solely for the purpose detailed on this form.</li> </ul>	
<b>I understand that:</b>	
<ul style="list-style-type: none"> <li>documentation supplied will not be returned <b>and may be made available for public scrutiny.</b></li> </ul>	
<b>I agree:</b>	
<ul style="list-style-type: none"> <li>to make invoices and any other relevant documents available on request</li> <li>to abide by any conditions set out if an award is made.</li> <li>to return any grant if the project cannot proceed</li> <li>that, if successful, details of the project may be published by the Council.</li> </ul>	
<b>I confirm that</b>	
<ul style="list-style-type: none"> <li>I have authorisation to apply for a grant on behalf of the organisation.</li> </ul>	
<b>I understand</b>	
<ul style="list-style-type: none"> <li>that if I make misleading statements at any stage during the application process, or knowingly withhold any information, that this could make my organisation's application invalid and my organisation could be liable to repay any funds to the Council.</li> </ul>	
Name of Signatory:	Louise Thompson
Capacity/Role in the organisation if applicable:	Director
Name of Organisation if applicable:	Fox Wood Forest School
Signature:	<i>L. Thompson</i>
Date:	28/01/19

This form should be returned to The Town Clerk, Diss Town Council, Council Officers, 11-12 Market Hill, Diss, Norfolk, IP22 4JZ, or to [towncouncil@diss.gov.uk](mailto:towncouncil@diss.gov.uk) no later than 31<sup>st</sup> July for grants sought for payment from October, or 31<sup>st</sup> January for grants sought for payment from April.