



DISS TOWN COUNCIL

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

Telephone & Fax: (01379) 643848

Email: towncouncil@diss.gov.uk

Website: www.diss.gov.uk

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.

In particular

<p>Nature of grant requested from DTC <i>Is your organisation seeking a one-off Project grant, or an Operational Grant</i></p>	<p><input 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>
<p>Name of Organisation <i>Including address and website if applicable</i></p>	
<p>Name, address and contact details of person making the application on behalf of the organisation.</p>	<p>Name: Address:</p> <p>Phone: Landline: Mobile:</p> <p>Email:</p>
<p>Position held in organisation</p>	

	<input type="checkbox"/> Assistance to the Disabled <input type="checkbox"/> Enhancing the environment of Diss <input type="checkbox"/> Older People <input type="checkbox"/> Sport and Recreation <input type="checkbox"/> Transport <input type="checkbox"/> Younger People <input type="checkbox"/> Other (please state)
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Funding	
(Project Grant) Total Cost of Project	
(Operational Grant) Total Annual Budget of your organisation	
Funds already raised	
Grant requested from DTC	
Grants requested from other grant making bodies	
If the above are not sufficient to meet the full cost of the project, where will the balance come from?	
Is the grant requested from DTC for match funding (i.e. are funds from elsewhere? <i>If yes please provide details</i>)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please enclose a copy of your organisation's most recent annual accounts	<input type="checkbox"/> Accounts attached <input type="checkbox"/> Accounts to follow <input type="checkbox"/> Not applicable
If available, 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>	<input type="checkbox"/> Business plan attached; <input type="checkbox"/> Business plan to follow <input type="checkbox"/> Business plan not available <input type="checkbox"/> Budget attached <input type="checkbox"/> Budget to follow <input type="checkbox"/> Budget not available
If not already covered in the documents mentioned above, please state the following:	
<ul style="list-style-type: none"> When do you expect to start the project? 	
<ul style="list-style-type: none"> When do you expect it to finish? 	
<ul style="list-style-type: none"> Is the grant for equipment or something else requiring ongoing maintenance? 	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> If so, how will this ongoing maintenance be funded? 	
How will you know if your project is successful? What will you be measuring and how will you measure it?	
Please add any additional supporting information you would like considered here	

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Signature and Declaration:
I declare that: <ul style="list-style-type: none">• the information given in this form and any accompanying documents is correct to the best of my knowledge,• any funds received will be used solely for the purpose detailed on this form.
I understand that: <ul style="list-style-type: none">• documentation supplied will not be returned and may be made available for public scrutiny.
I agree: <ul style="list-style-type: none">• to make invoices and any other relevant documents available on request• to abide by any conditions set out if an award is made• to return any grant if the project cannot proceed• that, if successful, details of the project may be published by the Council.
I confirm that: <ul style="list-style-type: none">• I have authorisation to apply for a grant on behalf of the organisation.
I understand: <ul style="list-style-type: none">• 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.
Name of Signatory:
Capacity/Role in the organisation:
Name of Organisation:
Signature:
Date:

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 no later than 31st July for grants sought for payment from October, or 31st January for grants sought for payment from April.