



Leisure and Cultural Grant Application Form 2010/2011

Guidance Notes

Please take time to read these guidance notes fully. Once you have completed the application form please ensure that you sign it in either section 13 or 14.

1. Who can apply for a leisure and cultural grant?

Talented individuals, non-profit-making organisations and local charities providing services to/for the community and/or for the purpose of assisting the arts, sports and cultural clubs.

Local branches of national organisations are eligible to apply.

Individuals must demonstrate that they have applied to other funding organisations if they are applying for equipment.

Applications from those resident/established for less than six months will **not** be considered.

No more than one successful application can be submitted within the financial year.

2. What projects/initiatives/purchases are eligible?

Sport, arts and cultural projects/initiatives which benefit individuals or residents of Uttlesford, e.g. equipment, training, coaches.

N.B. Grants will **not** be given for ongoing costs and projects which have already taken place.

3. What projects/initiatives/purchases will not be funded?

This scheme will not fund capital expenditure or maintenance costs towards premises or playing fields. Clubs and organisations serving only their immediate local community will not be eligible.

4. How much can I apply for?

The maximum grant given under the leisure and cultural scheme is £500. Each eligible application will be given due consideration. Applicants must have raised pound for pound match funding towards the project/initiative (this can include donations in kind).

5. When will I receive the grant?

Decisions will be made by the manager in consultation with the chairman of the relevant committee. Decisions will be made by the 1st of each month providing your application form is with the community development officer by the 16th of the preceding month. If the application is successful, payment will be made within two weeks of the date of the decision being made.

6. Monitoring

Applicants may be requested to provide the council with projections of income and expenditure in respect of the project/initiative, and actual figures upon completion. Photographic evidence of the completed project may be requested. The council asks to be acknowledged in all your publicity and promotional advertising.

7. Any other questions

If you have any queries regarding the completion of the application form or any questions about the leisure and cultural grant scheme, please telephone Sue Hayden, community development officer on 01799 510563.

If you require this form in an alternative format and/or language please contact us on 01799 510510.

Data Protection Act

The personal data provided by you will be processed in accordance with the principles of the Data Protection Act 1998. You have the right to make a formal request in writing for access to personal data held about you to inspect it and have it corrected if it is wrong. We will not disclose information about you unless the law permits us to.



Leisure and Cultural Grant Application Form 2010/2011

Individuals/Organisations

1. Name of the individual/organisation applying for a leisure and cultural grant.

.....

2. Address of individual/organisation:.....

.....

.....

Daytime telephone number of individual/organisation:

3. How long have you/the organisation been resident/established in Uttlesford?

.....

4. Name and address of person to whom correspondence should be addressed:
(If different from 3 above)

Name:

Address:

.....

.....

Position in organisation:

5. In not more than 100 words, please explain the project/initiative for which the grant is being requested. Please provide full details.

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6. (a) What is the total cost of the project/purchase? £
- (b) Amount of grant requested (this can be no more than £500): £
- (c) Total amount raised towards project - this must be pound for pound match funding of the total project cost (this can include donations in kind). £

7. Has/is any fundraising been/going to be undertaken? Yes/No

If yes, what activities have been undertaken to raise funds towards the project/ initiative for which you are seeking a grant and how much has been raised?

Activity	Amount
.....	£
.....	£
.....	£
.....	£

If no, why not?

.....

8. (a) Is there a shortfall? If yes how much? £

(b) Please give details of how any shortfall in funds would be met.

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9. (a) The council may not be able to fund all of the grant you have requested in 6(a). What would be the implication to your project/initiative if you received:
- (i) 75 per cent of the grant requested?
-
- (ii) 50 per cent of the grant requested?
-
- (iii) 25 per cent of the grant requested?
-

10.(a) Have grants been applied for/or obtained from other bodies/benefactors? Yes/No

If yes, give details of who you received it from and how much was received (or the amount requested).

Individuals must demonstrate that they have applied to other funding organisations if applying for equipment.

Name	Amount
.....	£
.....	£
.....	£
.....	£

(b) Have you applied for any other grants from Uttlesford district council?

If yes, please give details.
.....
.....
.....

11. Has the individual/organisation received any other grants from Uttlesford District Council in the last five years? (Please state which grant scheme the money was awarded from.)

If yes, please state the year and the amount awarded.

Year: Grant scheme: Amount awarded:
Year: Grant scheme: Amount awarded:
Year: Grant scheme: Amount awarded:
Year: Grant scheme: Amount awarded:
Year: Grant scheme: Amount awarded:

Please ensure the following are enclosed with your application:

- (a) Where the application is being made by a local organisation a copy of the last audited accounts and an estimate of income/expenditure for the current year.
- (b) Where the application is being made for a new project/initiative a copy of the project/initiative's plan and projected income and expenditure.

12. How many of those to benefit from your project/initiative are Uttlesford residents?
(to be completed by organisations only)

N.B Clubs or organisations serving only their immediate local community will not be eligible.

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13. Organisations only

I confirm that

- (a) to the best of my knowledge the information given above is accurate.
- (b) I am authorised to make this application on behalf of the organisation named overleaf.
- (c) Neither I nor the organisation is seeking to obtain any personal or financial benefit from the project/initiative.
- (d) I will provide Uttlesford District Council, at its request, with all details of expenses incurred and income received in respect of the project/initiative.

Signed Dated

14. Individuals

I confirm that

- (a) to the best of my knowledge the information given above is accurate.
- (b) I am not seeking to obtain any personal or financial benefit from the project/initiative.
- (c) I will provide Uttlesford District Council, at its request, with all details of expenses incurred and income received in respect of the project/initiative.

Signed Dated

15. Individuals

Please give details of two referees that the council may approach to verify your application.

Name:

Address:

.....

.....Daytime telephone no.

Name:

Address:

.....

.....Daytime telephone no.