



The Ilfracombe Centre, Street Ilfracombe EX34 9AL
tele : 01271 855317 / email itc@northdevon.gov.uk

Ilfracombe Town Council Major Grants Application

I enclose an Ilfracombe Town Council Major Grant Application form as requested.

Please complete the attached application form and return to the Finance and Office Manager.

To be consider for funding in any new financial year (April), applications must be received by 1st December the previous year.

All applications will be put forward for review during the Council's Precept setting process which takes place annually in December. Your request will be reviewed and decisions made in accordance to the criteria listed below. Any funding that may be awarded as a result of the application will be made in the following April. Therefore if successful, an application made in e.g. August 2011, would not receiving funding until April 2012.

Please ensure that your application addresses the following:

- 1) Is there clear evidence that:
 - a) The community needs the facility or service being offered
 - b) The community will **use** the facility or service being offered
 - c) The facility or service will **add** to existing provision
- 2) What aims of the Council does this project / service meet?
- 3) Is the request realistic in relation to the accounts?
- 4) Is there a clear indication of other funding sources being sought / Is the proportion greater than the grant application?
- 5) How is the community involved in fund raising?
- 6) How is the community involved with the management of the project or service?
- 7) How does the project or service contribute to local sustainable development and quality of life?
- 8) How do you work in partnership with other organisations?

The application will be evaluated against the above criteria and any receiving a score of less than 70% will be rejected.

Applications meeting and exceeding 70% will be put forward for further consideration under the Council's Precept planning process.

Applications will only be considered if they are supplied with a copy of your Organisations' Accounts, which must be signed by someone with proven financial ability (although not necessarily professionally audited). New organisations must submit a cashflow forecast for the coming year together with a recent bank statement.

Please Note. Ilfracombe Town Council has limited funds to make community grants and we receive many more applications than we are able to support. If you are not successful in this process you may wish to consider contacting the North Devon Council's Community Grants Department for advice on other sources of external funding. Details of award-making bodies (e.g. Big Lottery) and grant-giving charities can also be found on the NDDC website. www.northdevon.gov.uk and Devon county Council website www.devon.gov.uk

Yours Sincerely

PAULINE WILLIAMS
Finance and Office Manager

MGA 1 Letter July 2009



ILFRACOMBE TOWN COUNCIL
MAJOR GRANT APPLICATION

Grant applications must be submitted to the Finance & Office Manger.

Please ensure you complete the whole form and enclose the correct documentation to ensure we have all the information that we need to consider your application fairly.

We will use a selection criteria to grade each application and points will be given under each criteria heading. (detailed on accompanying letter).

Any application reciving a score of less than 70% will be rejected.

Applications meeting and exceeding 70% will be put forward for futher consideration under the Council's Precept planning process. If successful the award will be made in the new financial year when that Precept is operational.

Please provide as much information as possible. If you have any difficulty or queries please contact the F&O Manager who will assist you.

Contact number - 01271 855317 - For additional copies of this application form please call 01271 855300

Please Note:

If applicable, please attach estimates for items that you are applying for grant funding

Name and address of organisation

Name and address of contact

Contact Tel No

Total amount of grant requested

£

What will the grant money be spent on, please tick and give further information

1 - To purchase new equipment: 2 - to develop existing service: 3 - To cover ongoing costs

How does the local community support you

How will the grant benefit the community

What is the age group that uses the facilities that you offer and how many people will benefit from the grant?

How will the facility add to the existing provision

Please show how your income is made up:

Other funding received (amount and from whom)

Please give details of any fundraising you do and amounts raised

Please state how much money you raise through subscriptions

How is the community involved in managing your organisation

How does your organisation contribute to local sustainability development and quality of life

Do you work in partnership with other bodies, if so whom

Please enclose a copy of your latest accounts which must be signed by someone with proven financial ability, although they do not have to be professionally audited

	From	To
Accounts for the year		

	Amount
Total income	
Total expenditure	
Income less expenditure	
Savings (reserves, investments, cash, etc)	

If you have savings what do you intend to use the savings for

--

If you are a new organisation with no accounts then please submit a cashflow forecast for the coming year with a recent bank statement

I am authorised to sign this application on behalf of my organisation. I confirm the information provided on the form is correct

Sign:	
Position:	
Date:	

CHECKLIST

- Have you completed all sections of the form
- Have you enclosed a copy of estimates (if applicable)
- Have you enclosed a copy of your accounts
- Have you signed the form