

**Darlington Borough Council  
Application Form**

When completing the form please provide as many details as possible, any additional information should be supplied on separate sheets and attached to the application form. Please read the grant award criteria attached to this form

**1) Contact details of the organisation**

Name of Organisation:

Organisation's Address:

Post code:

E-mail:

Telephone (day):

Telephone (evening):

**2) Contact person**

Title: (Miss/Mrs/Ms/Mr)

First Name:

Surname:

Position held in organisation:

Address for correspondence:

Post code:

E-mail:

Telephone (day):

Telephone (evening):

**3) Aims and purpose of your organisation**

1. Charity Registration Number:

2. What kind of organisation are you?

3. What does your organisation do and who uses your services?

4. What date did your organisation start?

5. Date constituted:

6. In which county/district/ward/town do you work?

7. How many people are in your organisation?

Full time staff:

Part time staff:

Volunteers:

Management Committee:

Members (if appropriate):

8. Has your organisation been in receipt of any financial assistance or payment for services from Darlington Borough Council (e.g. rate relief, leisure grant etc)? Please give details:

#### **4) About your project**

1. Project Title:
2. Briefly describe your project (what will it do, where, how and who will benefit):
3. Please state how the project fits into the Community Strategy:  
(see guidance notes)
4. How will the community benefit from the project?
5. How many people will benefit from the project?
6. Is this a new project?
7. Estimated start date:
8. Duration of the project:

#### **5) Finance**

1. What is the total cost of the project? Please provide a breakdown of the project and continue on a separate sheet if necessary. For example projects could be broken down into categories such as administration, room hire, staff costs.
2. How much are you requesting?
3. Direction of the project funding is sought for (maximum of three years)?
4. Do you have free reserves of more than £10,000? If so, please provide an explanation why a grant is being applied for.
5. Who else have you asked to fund this project? Please state the amount requested and whether the funds have been secured.
6. What contribution is your organisation making to this project?
7. If this is an ongoing project / activity, how will you pay for it in the future?
8. If a grant is awarded, please state who the cheque should be made payable to. The organisation must have a bank account with two signatories.

## 6) Referee

The following person has agreed to act as a referee:

Name:

Tel Number:

Capacity in which you know referee:

Address:

## 7) Checklist

You must enclose the following:

- 1) A copy of your constitution (\*)
- 2) A copy of your latest accounts or a recent signed Treasurer's report.
- 3) A copy of a recent original bank statement

(\*) For grants of less than £5000, where an organisation does not have a constitution, a Statement of Purpose for the organisation should be submitted.

## 8) Declaration

We understand that six months after payment of a grant, we will be expected to provide Darlington Borough Council with a report on the progress of the project

**Signature 1:**

*(Person submitting the form)*

Date:

**Signature 2:**

*(Chairperson or senior representative from the Management Committee)*

Date:

## Guidance Notes

### Proposed Grant Criteria

Projects must be for the benefit of the local community and must link into the themes of Darlington's Community Strategy. Applicants requesting funding should demonstrate how the activities of the organisation meet the themes of the community strategy. If a link can't be made then the request for funding will be refused

Community Strategy Themes			
Improving the local economy	Raising educational achievement	Promoting community safety	Improving the environment
Promoting inclusive communities	Stimulating leisure activities	Improving health and well-being	Developing an effective transport system

- Applications will be acknowledged within two weeks of receiving the application and notification of a decision provided as quickly as possible.
- Unsuccessful applicants will be notified in writing with reasons for refusal of the application.
- Applicants must be voluntary and community sector organisations.
- Applicants will be constituted groups with clear employment policies, management arrangements, control, accountability, propriety and audit of finance arrangements. Organisations must ensure equality of opportunity in both employment practice and service provision.
- Grants over £5,000 will be subject to a Service Level Agreement between the organisation and Darlington Borough Council. The Service Level Agreement will include:
  - The amount and period of grant;
  - The purpose for which the grant is made and any specific exclusions;
  - Standard terms and conditions;
  - Any restrictions on conditions (other than standard terms and conditions);
  - Jointly agreed performance indicators and targets;
  - Jointly agreed monitoring and evaluation arrangements.
- Grants under £5,000 will not require a formal service level agreement but will require terms of reference to be signed by the applicant.
- Payments will not begin until the return of a signed SLA or terms of reference.
- Grants awarded for more than a year will be subject to an annual review to assess progress with the project.
- Applicants must declare the total amount of funding they receive from Darlington Borough Council.

- Applicants will complete progress and monitoring forms, detailing progress of the work for which the grant was awarded. Applicants will be required to provide copies of receipts for project expenditure including any equipment purchased or work undertaken with the grant. Applicants will also need to detail achievements and benefits the grant has delivered to their group and the number of additional persons benefiting because of the grant. If appropriate and possible it would be useful for photographs of the project and any literature / materials produced to be provided.
- Any expenditure incurred prior to the project approval date will be ineligible.
- The grant must not be used for any other work or expenditure other than that stated in the application without written agreement from Darlington Borough Council. If all or part of the grant is not used for the reason specified and / or by the date specified in the grant offer letter, any outstanding amounts, or if any element of the grant is misused the full amount of the grant awarded, must be paid back to Darlington Borough Council, unless agreed.
- The materials purchased with assistance from the grant are not to be sold or otherwise disposal of without previously consulting Darlington Borough Council.
- Darlington Borough Council reserves the right to use any photographs or details of the project in any future literature and / or promotions. Acknowledgment of support from Darlington Borough Council will be made in all literature and / or promotional material produced by the grant recipient in relation to this award. A representative from Darlington Borough Council will be invited to attend any promotional or public launch related to this award.
- Darlington Borough Council will, under no circumstances, be liable for any damage, injury or loss of any kind whatsoever to any property or persons occurring as a result of activities undertaken with this award.
- Projects may be subject to audit visits. Applicants must be able to provide a statement of accounts for inspection if necessary.
- Any over-payment of grant must be repaid to Darlington Borough Council on demand or upon the applicant becoming aware that the grant has been over-paid, whichever first occurs.
- This grant was awarded on the basis of information supplied to Darlington Borough Council at the time of application. If any of this information is subsequently found to be misleading, inaccurate or false then the grant must be paid back to Darlington Borough Council in full.