



COMMUNITY SUPPORT FUND

GUIDANCE NOTES FOR APPLICANTS

Aim of the fund

Stroud Town Council set up the Community Support Fund in 2011 in order to provide help to groups and organisations that work to strengthen Stroud's community:

1. By assisting with funding in order to help organisations survive in financially difficult times; for example, where an immediate funding shortfall creates a short-term risk to services in the town.
2. By encouraging partnerships and improved ways of working together efficiently for the benefit of Stroud town; for example, by facilitating new collaborations and/or innovative ways of adjusting to funding constraints.
3. By building capacity to meet the needs of the Stroud town community; for example, by helping organisations improve their long-term viability.

How to use these guidance notes

These guidance notes accompany the grant application form and are provided to help you make the best possible case for an award from the fund. To make best use of the guidance notes, follow the three steps below:

FIRST – check that your project meets the two **conditions** explained below. If it does not do so, you will not receive funding.

SECOND – if your project meets the two conditions, it is important that you make this clear on the application form. Make sure that your answer to the question indicated after each condition clearly demonstrates that you meet that condition.

THIRD – the more of our **funding priorities** that your project fulfils, the better chance you have of receiving a grant. So, when you fill in the form, be clear as to which of the funding priorities your project addresses and how it does so. The questions where you can do this most easily are indicated after each funding priority below; you may find other opportunities. You do not have to address all the priorities and you could still be funded even if your project does not address any of them as long as it addresses the main **aim** of the fund (as above).

Conditions

Funding will be awarded *only* if:

- there has been no successful application to Stroud Town Council for funding for the same project in the previous twelve months **(Q7)**
- the project is designed primarily to benefit residents of Stroud parish, **or**, if the project has scope beyond the parish, the application demonstrates that the funding requested as a proportion of total cost is proportionate to the benefit for Stroud's residents **(Q16)**

Funding Priorities

Applications will be at an advantage if the project fulfils one or more of the following criteria:

- is intended to result in an improved capacity to deliver community support (in terms of either quality or quantity) within the organisation(s) applying **(Q9, Q10)**
- builds the capacity of the organisation(s) applying to support itself **(Q9, Q10)**
- is likely to have beneficial effects that extend beyond the period of the project itself **(Q9, Q10)**
- is innovative in its approach or in the issues it addresses **(Q9, Q10)**
- helps to develop community support networks **(Q9, Q10, Q19)**
- has matching funding from another source or from fund-raising (donations in kind and/or volunteer work can be counted as matching funding) **(Q13, Q14)**
- involves two or more agencies working in partnership **(Q19)**

Where the project is likely to be long-term or open-ended, the application should include a projection of how it will be funded after any grant awarded by the Town Council is spent. **(Q18)**

Submitting your application

- If possible, please complete the form on a computer as handwritten forms can be hard to read. An electronic copy of the form is available on the Town Council's website www.stroudtown.gov.uk or you can obtain a copy by emailing clerk@stroudtown.gov.uk
- Grants are awarded three times a year at meetings of the Council's Finance Community and Policy Committee. Refer to the Council's website www.stroudtown.gov.uk or contact the Town Council Office for closing dates for applications, which are about three weeks before each meeting.
- If you have any queries about the grant fund or about how to make an application, please contact the Assistant Clerk at Sheral.gardner@stroudtown.gov.uk or phone 01453 762817.
- Completed forms should be submitted to the Assistant Clerk to arrive on or before the appropriate closing date

by email: Sheral.gardner@stroudtown.gov.uk

or by post to: Stroud Town Council,
Thanet House,
58 London Road
Stroud GL5 2AD



COMMUNITY SUPPORT FUND: GRANT APPLICATION FORM

*Please use this form if you are applying for over £500. The maximum award is £3000.
You must complete every section of the form. Attach additional sheets if necessary.*

1) Organisation applying <i>Name</i> <i>Address</i>							
2) Contact person for this application <i>Name</i> <i>Position in organisation</i> <i>Telephone No.</i> <i>Email address</i>							
3) Payee details <i>Give the name of the account to which any grant cheque should be made payable. (Payments will not be made to individuals.)</i>							
4) Please describe the main activities of your Organisation. <i>Further information/Organisation literature may be attached.</i>							
5) How much are you applying for?	£						
6) Name of project/activity							
7) Give details of any previous applications by your organisation for grants from Stroud Town Council in the past 5 years.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Year</th> <th style="width: 40%;">Amount applied for</th> <th style="width: 40%;">Amount awarded</th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"></td> <td></td> <td></td> </tr> </tbody> </table>	Year	Amount applied for	Amount awarded			
Year	Amount applied for	Amount awarded					
8) Is your organisation either new or not known to the Council? <i>If yes, please provide the name and contact details of at least one referee (e.g. an officer of an established organisation).</i>	<input type="checkbox"/> Yes (give referee details) <input type="checkbox"/> No						

<p>9) Brief description of project/activity <i>(up to 200 words)</i></p>			
<p>10) What does the project aim to achieve? <i>If applicable, explain how this meets one or more of the Council's funding priorities (see Guidance Notes for Applicants). Explain how the effectiveness of this will be measured.</i></p>			
<p>11) What evidence do you have that there is a need for this activity in Stroud? Please describe the research undertaken and the outcomes.</p>			
<p>12) How do you intend to spend the grant if successful? <i>(e.g. equipment, materials, staff expenses, training, room hire etc.)</i></p>	<p>Purpose</p>	<p>Total spend</p>	<p>Spend from this grant</p>

<p>13) Give details of other applications for funding for this project. <i>If you have not yet received a decision on other applications for funding, please give the date when the decision is expected</i></p>	Source	Amount applied for	Amount awarded or expected date of decision
<p>14) In what ways does your project involve volunteers? <i>a) How many volunteers are involved? b) What will they do? c) What is the total number of hours of volunteer time that will be used? You can include fund-raising for the project as well as the project itself. If you are estimating figures this should be made clear</i></p>			
<p>15) Have you received (or do you expect to receive) any donations in kind to support your project? <i>If yes, give brief details and approximate value if possible (e.g. raffle prizes: £100; furniture: £200)</i></p>	<input type="checkbox"/> Yes (give details) <input type="checkbox"/> No		
<p>16) Who will benefit from the project?</p>			
<p>17) How will you evaluate whether the project has been a success? <i>You will be required to submit a report at the end of the project.</i></p>			

<p>18) When do you expect your project to start and finish? <i>If the project is open-ended or continues beyond the time funded by this grant, explain how you expect it to be funded in future.</i></p>	
<p>19) Will you be working with any other organisations to deliver this project? If so, please explain briefly how this will work. <i>In particular include any evidence that working in partnership on this project will contribute more widely to strengthening community networks.</i></p>	<input type="checkbox"/> Yes (give details) <input type="checkbox"/> No
<p>20) How is your organisation constituted? <i>You must attach a copy of your constitution or memorandum and articles of association (if a company) or rules or other evidence of how members join and how decisions are made.</i></p>	<input type="checkbox"/> Charity <input type="checkbox"/> registered or <input type="checkbox"/> unregistered
	<input type="checkbox"/> Company <input type="checkbox"/> limited by shares or <input type="checkbox"/> limited by guarantee
	<input type="checkbox"/> Charitable trust
	<input type="checkbox"/> Constituted voluntary organisation
	<input type="checkbox"/> Other (give details)
<p>21) Does your organisation have a health and safety policy? <i>If yes, we may ask you for a copy.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>22) Does your organisation have an equal opportunities policy? <i>If yes, we may ask you for a copy.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>23) Does your organisation undertake not to discriminate on grounds of gender, sexuality, race, colour, creed and disability? <i>If no, please explain.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No (give details)
<p>24) Does your organisation have appropriate insurance in place for this project/activity? <i>If yes, give the name of the company, dates, type of cover and amount insured.</i></p>	<input type="checkbox"/> Yes (give details) <input type="checkbox"/> No <input type="checkbox"/> Not applicable

25) Does your project involve children, young people or vulnerable adults? <i>If yes,</i> a) do you have a safeguarding children and vulnerable adults policy? If yes, we may ask you for a copy. b) Are all relevant staff and volunteers DBS checked?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not applicable
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not applicable

You must attach	Attached
Your organisation's constitution and/or rules	<input type="checkbox"/>
Your organisation's latest set of accounts	<input type="checkbox"/>
Have you attached	
Further information about your organisation/project? (optional)	<input type="checkbox"/>

Declaration and data protection statement <i>The declaration must be signed by two authorised representatives of the organisation applying</i>		Agreed
We confirm that the organisation named in this form has authorised us to sign this application on their behalf.		<input type="checkbox"/>
The information in this application is correct to the best of our knowledge.		<input type="checkbox"/>
Any grant aid received will be used solely for the purposes specified herein or returned to Stroud Town Council.		<input type="checkbox"/>
Any grant that remains unspent at the end of the project will be returned to Stroud Town Council		<input type="checkbox"/>
Any proceeds from the project will be reinvested in the project or returned to Stroud Town Council		<input type="checkbox"/>
We agree to our names and details of our organisation being held in paper and electronic files.		<input type="checkbox"/>
Signature		
Name		
Position in organisation		
Date		
Signature		
Name		
Position in organisation		
Date		