

## HOW TO FILL IN THIS FORM

Completion of all information required by this form is mandatory

### 1. Your Details

Name of Organisation

Project name  
(if different from above)

Address of organisation

Status of organisation  
(please tick)

Contact name  
(person with overall responsibility for  
this application)

Position held

Contact tel no. (day)

Contact email address

Project address  
(if different from organisation address)

Name of the person who will be  
responsible for the project spend

Position held

What is the total cost of your  
project?  
How much money is being  
bid for?

Name of Organisation			
Project name (if different from above)			
Address of organisation			
CIO	CIC	Unincorporated Organisation	Other (please specify)
Contact name (person with overall responsibility for this application)			
Position held			
Contact tel no. (day)			
Contact email address			
Project address (if different from organisation address)			
Name of the person who will be responsible for the project spend			
Position held			
What is the total cost of your project? How much money is being bid for?			

### 2. About the Project

Please describe what it is that  
you want to do with the grant.  
**(please keep your response  
to a maximum of 200 words)**

Delivery Start Date:	
Project Completion Date:	

Full description of the project proposal

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Who will manage the project and what are their qualifications to do this?

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How do you know there is a local need for the project or activity?  
Explain the problem, issue or need and how the project addresses this

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Is there evidence of any consultation with the community or stakeholders which make the project a key infrastructure priority (e.g. evidence in Neighbourhood Plan)?  
If so, what?

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Who are the likely beneficiaries of the project & potential user numbers?

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Is it 'Essential' or 'Desirable', and why?

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Is there a wider benefit than just to local people? If so, please explain.

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Are there on-going maintenance costs to meet over the next 10 years? If so, how much and how will they be met?

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Would the project lead to any income generation? If so, how much and who will receive the income?

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Are there any further information or known constraints (e.g. planning permission, conservation issues, ownership of land)? If so, can the constraints be overcome?

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Please indicate if your group/organisation has public liability insurance. (you should provide a copy of your public liability certificate with your application)

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What other insurances does the group / organisation have? (if any)

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**4. Financial Details of Your Organisation**

Please provide the following details from your most recent annual accounts:  
**Please input data below, DO NOT refer to any attached documents**

Account year ending (Day / Month / Year)	
Total (gross) income	
Total expenditure	
Balance at year end	

**Does your organisation have any reserves? If you have a reserves policy please send a copy with your application.**

Financial reserves can be one of three types. General Reserves can be used to pay for any activity that furthers your organisation's aims and objectives. Restricted Reserves are monies that must only be spent on a specific activity eg. funding awarded for an event or Designated Reserves are made when your organisation decides to put money aside for a later purpose eg. to replace equipment or refurbishment of a building.

General Reserves	£
Designated Reserves	£
Restricted Reserves	£
Total Monies Currently at Bank	£

If your reserves are more than your annual income, what are they for?

**5. Financial Details of Your Project or Activity**

Have you previously received funding from Faringdon Town Council for this project?  
(please tick box)

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Amount sought from CIL funding

**Income sources for your project**

Income / Funding source	Application submitted Yes / No	Date when you expect a decision	Amount £
Total			

**Detail of Costs for the project**

Please list expenditure items for your project (e.g. volunteer training, hire charges, fees). Your costs should add up & total the same as your income mentioned above. <b>NB: Retrospective expenditure that has already occurred or commenced cannot be funded.</b>	<b>Amount £</b>
<b>Total</b>	

Reason for any deficit or high level of surplus (if applicable)

How do you propose to fund the deficit (if applicable)


**Value of contributions in kind (c-i-k) e.g. volunteer hours/free use of room.**

Anticipated c-i-k	Status	(Monetary equivalent) £
<b>Total</b>		

**6. Value for Money**

Would the funding (if agreed) attract funds or support from other sources? If so how much and from where?	
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If you only received a percentage of the funding you requested tell us what you will be able to achieve based on:

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75% of the CIL request	
50% of the CIL request	
25% of the CIL request	

## 7. Declaration

I declare on behalf of the organisation that the information in this form is correct.

Signed\*

Date (day/month/year)

Name in block capitals

Position held


\* If you are sending this form by e-mail you will need to print off this page, sign it and post it, with your supporting documentation to the Grants Officer.

**Checklist of documents you need to send us** (if you need guidance with any of the policies below, please contact Faringdon Town Council):

<input type="checkbox"/>	Constitution or Aims and Objectives
<input type="checkbox"/>	A recent bank statement
<input type="checkbox"/>	Equal Opportunities statement
<input type="checkbox"/>	Reserves policy (if applicable)
<input type="checkbox"/>	Confidentiality or Data Protection Policy
<input type="checkbox"/>	Safeguarding Policy

## 8. Permissions

### Your privacy is important to us.

We need to process your data to perform administration tasks.

We will comply with all data protection laws. We will only store your data for as long as we are legally required to do so.

You can find out more from our "Privacy Notice" which is available from our website or from the council Office or at [www.faringdowntowncouncil.gov.uk](http://www.faringdowntowncouncil.gov.uk)

### Please confirm your consent below.

Yes, I consent to Faringdon Town Council holding the data on this form for administration purposes only.