

Dronfield Town Council

Guidance Notes for Applicants of Grant Aid

- Q.3 Please give as much detail as possible. Define the scheme enclosing a brief business plan, proposed timescale for its implementation and the expected outcomes of the scheme. Clearly define which part of the community will benefit from the project.
- Q.4 Please supply a realistic estimate of the TOTAL cost of the scheme or project for which you are applying for grant aid.
- Q.5 Be specific and realistic about how much grant aid you require.
- Q.6 Please tell us of any other sources of funding that have been approached to help you finance this scheme.
- Q.7 Please tell us if you have received, or expect to receive, any other funds or grants for the scheme for which you applying for grant aid. Please state amounts, funder and dates.
- Q.8 Please show details of any previous application to Dronfield Town Council for grant aid and the results of those applications; include the dates and amounts.
- Q.9 Please detail here any feedback or outcome of previous grant awards. The Council is very interested in how effective its grant aid is being used. It is therefore, very important, in support of your application, that you provide as much information on how you used any previous grants.
- Q.10 It is important to include as much up to date financial detail about your organisation as possible in order for the Awards Panel to consider your application.

Please Note:

Starting from April 2004, the Awards Panel will meet twice yearly in September and March to consider grant awards. Your application should reach the Council by the end of June for consideration in September or the end of January for consideration in March of each year.

Completed application forms should be returned to: **The Town Clerk
Dronfield Town Council
Dronfield Civic Hall
Dronfield Civic Centre
Dronfield S18 1PD**

Should you require further assistance or have any queries please contact the Town Clerk at the above address or

**Phone on 01246 418573
Fax on 01246 290702
Email at townclerk@dronfield.gov.uk
www.dronfield.gov.uk**

Dronfield Town Council

Application for Grant Aid

Under Section 137 of the Local Government Act 1972, the Council has discretionary powers to award grants to local groups or organisations for “purposes, which may bring a direct benefit to the area or any part of it for some or all the inhabitants”. To be considered for an award, applicants must answer all the following questions and provide the necessary details requested.

Guidance notes for your information and assistance are attached.

1.	Name of Organisation/Group seeking a Grant.	
2.	Contact Person	Name Address Postcode Phone Email Website
3.	Give details of the purpose for which grant is required, and define the section of the community who will benefit. Continue on a separate sheet if necessary.	
4.	What is the TOTAL cost of the scheme?	
5.	Amount of Grant Aid requested?	
6.	Give details of other sources of funds to which you have applied for this scheme?	

7.	Give details of any other grant you have received, or expect to receive, for this scheme.		
8.	Have you applied to Dronfield Town Council in previous years for grant aid for your organisation?	YES	NO
9.	Did you provide any feedback to the Council detailing how effectively you used the grant? If not, please attach to this application.		
10.	Have you included a balance sheet or statement of accounts for the previous year showing income, expenditure, bank balances and reserves?	YES	

Signed _____

Position _____

Date _____