

APPLICATION FOR COMMUNITY RESILIENCE FUND GRANT AID

A copy of the guidance notes for completing this form is attached at the end of this document. You are advised to read this when completing the form. Please use **BLOCK CAPITAL LETTERS**

If you are unable to fully complete the form, please provide as much information as you can.

PART I – YOUR ORGANISATION

NAME OF ORGANISATION

NAME OF CONTACT

ADDRESS OF CONTACT

	POSTCODE
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TELEPHONE NO: DAYTIME

EVENING

EMAIL ADDRESS

PLEASE OUTLINE BRIEFLY THE USUAL ACTIVITIES OF THE ORGANISATION

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE

A) PAID	
B) VOLUNTEERS	

HOW MANY MEMBERS/BENEFICIARIES LIVE WITHIN SEVENOAKS TOWN
[See Guidance Notes]

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£

PLEASE DESCRIBE YOUR PROJECT AND EXPLAIN FOR WHAT AND WHEN YOU WILL BE USING THE GRANT

PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED

FOR THE PURPOSES OF THIS GRANT FUND, PLEASE CONFIRM THAT YOUR PROJECT WILL SUPPORT RESIDENTS WITHIN THE PARISH OF SEVENOAKS TOWN COUNCIL

See map attached at the back of this form YES/NO

PART 4 – TO BE COMPLETED BY ALL APPLICANTS

HAS YOUR ORGANISATION APPLIED ELSEWHERE FOR A GRANT FOR THIS PROJECT?

YES/NO

IF YES, PLEASE GIVE BRIEF DETAILS

YOU ARE INVITED TO GIVE ANY ADDITIONAL INFORMATION WHICH MIGHT ASSIST THE COUNCIL IN CONSIDERING THE APPLICATION

PLEASE STATE BALANCES IN HAND AT
END OF LAST FINANCIAL YEAR

HOW MANY MONTHS OPERATING COSTS
DOES THIS REPRESENT?

PLEASE GIVE DETAILS OF ANY PREVIOUS GRANT AWARDS MADE BY SEVENOAKS TOWN COUNCIL IN 2019/2020.

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION CHECKLIST:

- All relevant parts of the form completed
- Form signed
- Audited accounts or signed financial statements for the last two years, if available
- Annual Report if available (or Project or Business Plan for a new organisation)

DO YOU HAVE A WRITTEN CONSTITUTION?
(The council reserves the right to ask for a copy)

YES/NO

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ABOVE INFORMATION IS CORRECT. I AGREE THAT IF A GRANT IS AWARDED*, I WILL SUBMIT A BRIEF REPORT CONFIRMING HOW THE MONEY HAS BEEN SPENT AND EXPLAINING WHAT DIFFERENCE THE GRANT MADE.

I UNDERSTAND THAT I CONFORM TO THE GUIDELINES SET OUT IN THE GUIDANCE NOTES **AND HAVE READ AND SUBMITTED MY APPLICATION IN ACCORDANCE WITH PART 2 OF THE GUIDANCE NOTES.**

SIGNATURE

DATE

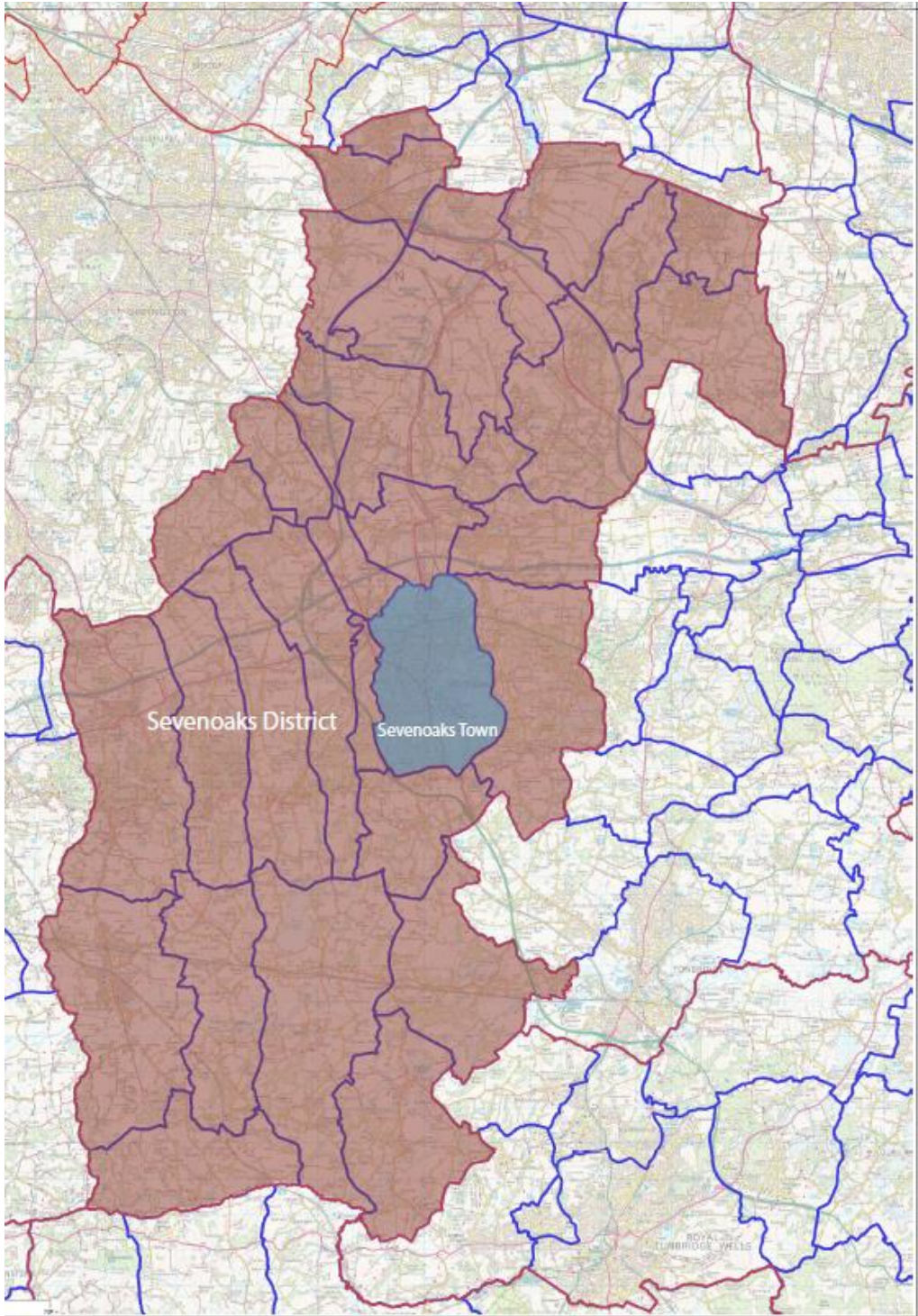
NAME AND POSITION IN ORGANISATION:
IN CAPITALS PLEASE

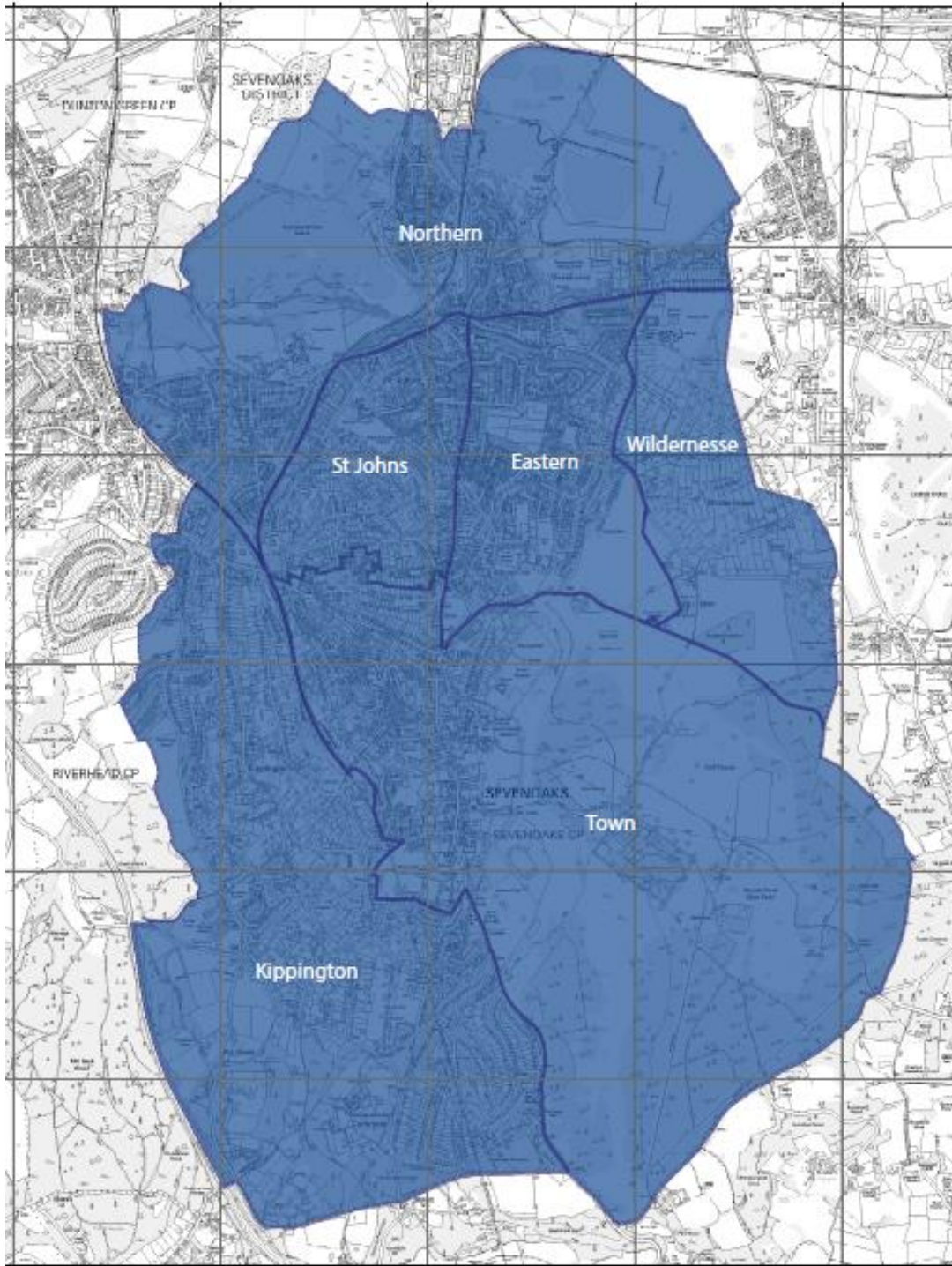
IN THE EVENT OF A SUCCESSFUL GRANT AID APPLICATION, TO WHOM SHOULD A CHEQUE BE MADE PAYABLE AND ADDRESS TO SENT TO?

All Application Forms must be signed and submitted by email to:
coouncil@sevenoakstown.gov.uk

Your application will be dealt with as swiftly as possible.

If you have any queries, please contact Alison Futtit at above email address.





Sevenoaks Town Council Wards

Sevenoaks TOWN COUNCIL



COMMUNITY RESILIENCE FUND GRANTS TO LOCAL VOLUNTARY OR CHARITABLE ORGANISATIONS

At its meeting held on 23rd March 2020, the Town Council created an emergency Community Resilience Fund enabling voluntary groups and local organisations to apply for funds to assist the community during the coronavirus pandemic.

GUIDANCE NOTES FOR APPLICANTS

Please read these notes carefully when completing the form. It will help to ensure that all the necessary information has been supplied.

[If you do not meet the following criteria, please still contact us to see if we can help.]

PART 1

Who can apply?

Any organisation which:

- Provides support services addressing needs arising from the Coronavirus pandemic
- Provides those services to residents of Sevenoaks Town
- Is independently established for charitable, benevolent or philanthropic purposes
- Has a constitution or written document setting out its aims and objectives
- Has a bank or building society account in its own name
- Can provide audited, or for smaller organisations, signed accounts for the last two financial years

We will not grant aid

- National organisations, or local bodies with access to funds from national 'umbrella' or 'parent' bodies unless funds are not available from their national bodies, or funds available are inadequate
- Private concerns operated as a business
- "Upward funders", i.e. local groups whose total fund raising is sent to their Central HQ for redistribution
- Church Councils or Faith Groups although applications from voluntary groups linked to a church or religious body will be considered;

Membership/Beneficiaries

Please give the number of people who live in the Sevenoaks Town area only (exclude those living in the surrounding villages e.g. Riverhead, Seal, Otford, Kemsing etc.). Please refer to the maps within the application form.

PART 2

The Grant Scheme could, but is not limited to, support the following types of expenditure:

- Food, medical, or other supplies
- Equipment
- Support for people in social isolation, including errands, transport to essential medical appointments, advice, telephone contact

Any grant that is not used for the purpose for which it has been made must be repaid

PART 3

The Grant Scheme is for the purpose of supporting people within the parish of Sevenoaks Town Council only.

If your group benefits people from the surrounding area, please apply to the appropriate Parish Council for assistance.

PART 4

The Council will not normally fund organisations who have reserves in excess of twelve months operating costs.

The Council requires recipients of grants to submit a brief report within six months confirming how the money has been spent and explaining what difference the grant made. Photographs of the project would also be appreciated.

Please complete the form and return by email to: council@sevenoasktown.gov.uk.

[For any queries please contact Alison Futtit at the same address.](#)

NB – Grant recipients will be asked to provide a brief written report and to attend the Annual Town Meeting [**15th March 2021**] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.