

Pembrey and Burry Port Town Council

A general guide to completing an application form for a grant

Introduction

Pembrey and Burry Port Town Council (The Town Council) currently operates two types of general grant schemes and these are:

Community Grant
Local Organisation Donation Grant

Both grants are discretionary and will have closing dates during the year as published on the Town Council web site and other notices.

In comparative terms both are relatively small grant schemes and are aimed at local organisations which offer a service to the communities of Pembrey and Burry Port.

Individuals, private sector charities, national charities without a local presence or local delivery

Local groups who will forward the grant to headquarters or other Local Authorities will not normally be considered.

This guide should be read in conjunction with the Town Council's General Donations and Grants Policy, a copy of which is available from the Town Council.

Name of organisation	Please insert the full name and if you have a local office or venue please include it in this section.
Name, address and status of contact	The contact is the person representing the organisation and authorised by the application organisation to make this application in their name. If there is a deputy or back up person involved in the application please include their details in this section as well. This will help if for any reason we cannot get hold of the first person.
Telephone number of contact	Please include land lines and mobile numbers for the contact and any back up contact person involved. It will also be helpful to include email addresses.
Nature of grant/donation requested	This is one of the most important sections for you to complete. It is your opportunity to describe the project and the reasons you wish to deliver it. It will help if you can demonstrate NEED and if you can show that you have consulted widely within the community if it is a new project. If it is an existing project and you are applying for assistance

	<p>in delivering the project then you must state clearly how the money will be used and the impact the money will have on the community.</p> <p>The Town Council does not see itself as a main funder or as a funder of first call. It is important therefore to demonstrate that you have exhausted other avenues for funding and that the Town Council will make a difference to the project or service if it decided to support it.</p> <p>You must also give an indication of how your project or service will eventually become sustainable or if you will continue to need grant support for the foreseeable future.</p>
Project start date	<p>In the case of new projects you must state if you have already started or if not the target date for the start of the project service.</p> <p>It is better if you apply for a grant before you start the project. If you start a new project before you apply then you will have to explain why you started something without having the funds required in place and this may be difficult to deal with.</p>
Details of other projects you have delivered	<p>This is your opportunity to clearly demonstrate that your organisation can do what your propose by giving details of other projects successfully delivered. In short it is your chance to show us your track record.</p> <p>Give details of the type of project/service, the size, who benefitted and how the community need was met and who funded it.</p> <p>If you are new to this and your organisation has not delivered any other project in the past it is not the end of the world. In such circumstances, you must give details of the track record of the officers/members of your organisation who will be involved in the project and show that they have the experience to deliver.</p>
Who in the community will benefit?	<p>You must state exactly who the project beneficiaries are. Usually it will target a group of people in the community such as OAP's, children under 18, disabled etc.</p> <p>In some cases it will be the general public and here you must demonstrate that you are targeting the need you aim to meet.</p> <p>It is possible to have more than one group benefitting. A respite project benefits the cared for and the carer and a play group benefits the child and the mother and father. Do not be afraid to list as many groups as you can justify.</p>
How many will benefit?	<p>Clearly the more the better. This will show value for money and impact in the community but be warned if you inflate the numbers and we don't think it is likely or realistic you may get</p>

	<p>marked down.</p> <p>We will also balance quality and quantity. Sometimes less is more if it means that a quality in depth service can be offered and it is what is needed.</p>
How will they benefit?	<p>You will need to show how what you deliver will meet the need and how it will benefit the community and individuals targeted.</p> <p>Normally there are multiple benefits and do not be afraid to list all of them no matter how small or secondary they may seem.</p>
Status of your organisation	<p>Please tick one of the boxes.</p> <p>If you think that more than one box applies tick ones you can substantiate.</p> <p>If you are uncertain about your legal status the Town Council will be able to talk to you and give you further guidance.</p>
Governance Arrangements	<p>You must state how your organisation is managed. Do you have a committee, board of directors, trustees etc? State how often they meet and send us a list of people involved.</p>
Financial	<p>All the sections here must be completed. We have asked for copies of some documents to satisfy our responsibilities in handing out public funds and you must comply with our request. Failure to do this will mean that the application will not proceed.</p> <p>Partial disclosure from you will mean that the application will be refused or withdrawn and any grant made will be reclaimed and repaid to the Town Council</p>