



Application Form For Dorchester Car Boot Charity Monies 2011



For Grants between £50 - £5000

The Dorchester Markets Joint Committee holds Sunday car boot sales every week to raise money for local charities and community groups. The proceeds are distributed annually.

Please read these guidance notes before completing the application form.

Distribution of grants:

- Grants will range from £50 to £5000. Normally, grants will be around £1000.
- Grants can be used to support running costs, (up to £500) project and capital costs.
- Normally this grant scheme will pay up to 50% of the project costs, but grants of £500 and under can pay for all the project cost.
- Priority will be given to applications that can demonstrate a need for the grant.
- Grants should be spent within the year they offered.

To be eligible for funding, applicants must:

- Operate within the Dorchester market area of 6.67 mile radius of the market
- Be a voluntary, non-profit-making group or charity, operated with no undue restriction on membership. Grants are not awarded to individuals.
- Undertake that the monies will be used within the 6.67 miles radius of the market
- Demonstrate good management, are constituted, have written policies, hold regular meetings and have good accounting procedures.
- Parish and town councils are not eligible to apply.

Expenditure Examples

- Running costs/core costs not exceeding £500.
- Cost associated with out-of-pocket expenses for volunteers ie. unpaid volunteers.
- Capital/Revenue expenditure that will develop a new or existing service, or contribute to the local environment.
- Contribution towards setting up a new service. Short term, essential costs that will contribute to management improvements or a sustainable organisation e.g. managerial changes, training, promotion and partnership working.

Rules

- Grants will not be given for items or services that have already been ordered or paid for.
- Applicants should demonstrate that funding from other sources is not paying for the same expenditure (this is termed as double funding)
- Items or services that only benefit an Individual are not considered.
- Loan repayments, topping up accounts or transferring to another group are also ineligible for a grant.
- If you are working with children and young people you are required to have a Child Protection Policy in order to apply for this grant.

Application process

- Complete the application form in full and make sure that all the requested information is included. This should be returned to the address shown below.
- Applications should be **submitted by 28 February 2011**.
- Your application will be considered by a Panel of Town and District Councillors and you will be notified of the decision before the end of April 2011.

- Do not include large documents with your applications. Documents will be requested if they are necessary to judge the project.

Funding Procedure

- Normally, once the funding is approved, and we have received your signed acceptance, you will receive a cheque within 4 weeks.
- If you haven't got all your money in place to start the project then we may hold your grant until all the money is secured.
- You will need to agree to send us invoices relating to the funding and complete a report form to say how you've spent the money. If we don't receive this we may ask for the money back.
- You must spend the money as stated in your application.
- You must return unspent any funds.
- You must tell us if you change the project as described in your application.

Enclose the following information with this application.

- A copy of your recent accounts
- Quotations, if appropriate and if you are requesting more than £500.
- A copy of your constitution or governing document

For more information or support please contact:
Christine Stone, Funding Adviser (01305 252238)

Please return this application before 28th February 2011 to Christine Stone, Funding Adviser, Community Enabling West Dorset District Council, Stratton House, High West Street, Dorchester, Dorset, DT1 1UZ or e-mail your application to c.stone@westdorset-dc.gov.uk

DATA PROTECTION ACT 1998

West Dorset District Council (the Data Controller) will use and manage the personal information supplied on this form for the purposes of keeping you informed about progress with your application, and, if successful, monitoring the outcome. All personal data about you is treated in confidence and will not be disclosed to any third party outside of the council unless you are successful with your application in which case your details could be published in the press and on the council's web site. Your local councillor(s) will be notified of the outcome of your application with a copy of your offer or rejection letter. The above Act gives you the right to see your personal information that we hold about you. For further details contact the council's Corporate Data Protection Officer, IMS Division, Stratton House, 58/60 High West Street, Dorchester, DT1 1UZ

FREEDOM OF INFORMATION ACT 2000

As stated in Section E.2 the details of this application will be available for public inspection. If you are unsure about what this means please discuss your concerns with West Dorset District

**Application Form
For
Dorchester Car Boot Charity Monies
2011**

For Grants between £50 - £5000

Please read the guidance notes before completing this form.

(PLEASE PRINT DETAILS IN INK)

(1) Full name of Organisation/Charity:
(2) (No. of members)

(3) Head Office address:
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(4) Contact address (if different from above):
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(5) Telephone No: (6) Contact name:

(6) Charity Registration No: (if applicable)

(7) Please provide full details of the project/expenses
If you work with Children do you have a Child Protection Policy? Yes/No.
Day to day running costs are restricted to £500 unless you are a new organisation.
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..... (Continue on a separate sheet if necessary)

(8) Please explain how a donation made to your organisation would benefit a
section of the community within Dorchester or within 6 2/3 miles of Dorchester
Market. Please include details of where the money would be spent.
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(13) Details of other sources of funding for this project / expenses. Please include name of funder and amount of contribution.

Name of Funder	Contribution £
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(14) Amount requested £.....

Declaration

I/We hereby make an application for a share of the monies raised at the Dorchester car boot sales. I/We declare that the information given in this application is true and complete in every respect.

(15) Signature of Applicant(s)

(16) Position Held

(17) For and on behalf of

(18) Date

Please return this application before 28th February 2011 to Christine Stone, Community Enabling West Dorset District Council, Stratton House, High West Street, Dorchester, Dorset, DT1 1UZ