

## How to complete the application form.

### Fund 2

The full name of the organisation (1) must be given and where appropriate its number of local members (2). Details of both head office (3) and local office address (4) should be stated if different including telephone number (5). Contact name (6) should be given if different from the name of applicant. The Charity Registration Number (7) should be stated if applicable.

The name of the applicant (8) and their address (9) to be completed in full, together with the applicants daytime and evening contact telephone numbers (10). Full details of how the donation would be spent must be given (11). How this donation would benefit the community and how the donation would be spent within 6.67 miles of Dorchester market should be stated (12). This information must also include an expected start date of the project and its duration. A separate sheet can be submitted if required. If the request is for part funding of a project, then details of the full project must be included and total cost (13).

The organisation should include details of other sources of funding (14) and the amount raised so far (15) together with the donation requested (16). The form should be signed by the applicant(s) (17), stating their position held (18), the organisation they represent (19) and the date(20)



## Guidance notes

for organisations applying  
for a share of the  
**Dorchester car boot  
charity monies**



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**The Dorchester Markets Joint Committee holds Sunday car boot sales every week to raise money for local charities and charitable organisations. The proceeds are distributed annually by a group of four members of the Committee, usually in the Autumn.**

**Donations are made under two categories.**

**Fund 1:** for donations covering day to day running expenses and small projects. (Awards will not normally exceed £500)

**Fund 2:** for donations covering contributions to larger projects. (Maximum donation £5000)

### **Organisations may apply to Fund 1 or Fund 2.**

If applying to both funds then separate applications must be submitted for each project. Each request must fulfil the criteria as set out below:-

#### **Fund 1**

- (a) Organisations must be active within the market area (i.e. 6.67 mile radius of the market)
- (b) Organisations must give an undertaking that the monies will be used within the 6.67 miles area.
- (c) Awards will not normally exceed £500 and may include contribution towards the day to day running costs.

#### **Fund 2**

- (a) Organisations must be active within the market area (i.e. 6.67 mile radius of the market)
- (b) Organisations must give an undertaking the monies will be used within the 6.67 miles area.
- (c) Must be a community/charitable based project.
- (d) Must be a one-off project, rather than funding on-going running costs.
- (e) Must be for at least £500.
- (f) Must benefit the community within 6.67 miles of the Dorchester Market.
- (g) The funding is to aid and assist projects, therefore it is expected that project organisers will contribute to the fund by way of fundraising activities and exploring other sources of financial assistance. Only in exceptional circumstances will more than 50% funding will be given to a project.
- (h) The project must benefit a significant or defined section of the community.
- (i) The project organisers must show that there is support from the community for the scheme and must demonstrate the need through a business plan or similar document.
- (j) The project must be deliverable within 2 years.
- (k) Monies will be promised and given when the project commences.
- (l) Maximum grant will be £5000.

All applications will be considered by a panel of four members appointed by the Dorchester Markets Joint Committee with a quorum of 3 members.

#### **How to complete the application form.**

##### **Fund 1**

The full name of the organisation (1) must be given and where appropriate its number of local members (2). Details of both head office (3) and local office address (4) should be stated if different including telephone number (5). Contact name (6) should be given if different from the name of applicant. The Charity Registration Number (7) should be stated if applicable.

The name of the applicant (8) and their address (9) should be completed in full, together with the applicant's daytime and evening contact telephone numbers (10). A full description of how the donation would be spent must be given (11). This should include as much detail as possible. How this donation would benefit the community and how the donation would be spent within 6.67 miles of Dorchester market should be stated (12).

If the request is for part funding of a project then details of the full project must be included.

A separate sheet can be submitted if required. This information should show how the money will be spent locally.

The organisation should include details of other sources of funding (13) and the amount requested (14). The form should be signed by the applicant(s) (15), stating their position held (16), the organisation they represent (17) and the date(18).