



DORCHESTER TOWN COUNCIL

GRANT APPLICATION FORM



PLEASE READ THESE NOTES CAREFULLY BEFORE COMPLETING THE FORM.

1. Not all the questions contained in this application form are relevant to all organisations or have enough space for adequate explanation. As such, the Town Council welcomes any supporting information that you believe will better explain and assist your application.
2. If there is insufficient space on any part of the application form, please indicate and attach a separate note.
3. When making your application:
 - a) Remember the Council will usually only consider requests for specific projects, not on-going or revenue costs. The Council does not grant more than the amount requested and cannot make a determination if an amount is not indicated.
 - b) Grant applications for events/activities that have already taken place will not normally be considered.
 - c) Grant applications for events aimed at raising money for distribution to a wide range of other charities and organisations will not normally be considered.
 - d) £500 is normally the maximum award.
4.
 - 4.1 A copy of the full accounts of the organisation (if applicable showing all general and special balances) must be sent with the application form.
 - 4.2 All applications for grant aid must declare any other grants that have been received in connection with the same application.
5. Requests for grant aid will only normally be considered from the following categories:
 - 5.1 A Dorchester-based charity.
 - 5.2 An organisation serving the needs of the residents of Dorchester. This includes but is not limited to groups that support vulnerable people, art/ culture, young people, reducing climate change, sport, heritage, outdoor spaces, health and wellbeing.
 - 5.3 Residents of Dorchester requesting grant aid with a project or event, which will be for the benefit of a wider group.
 - 5.4 A Dorchester-based club, association or organisation serving a specific section of the community, or the community as a whole.
 - 5.5 The Town Council as a body does not affiliate to any political party or religion therefore will not provide grant aid to support any religious group or activity in the town. By law the Town Council cannot offer financial assistance to any political party. An award of a grant must give direct benefit to all or some of the inhabitants, and the size of the grant should be commensurate with the benefit delivered.
6. Applications for grant aid that do not meet the criteria set out in 5 above may be considered in certain circumstances.
7. If your application is successful you may be invited to a presentation event to receive your award.

8. Please detach and return the form to: Steve Newman, Deputy Town Clerk
Dorchester Town Council
19 North Square
Dorchester
Dorset
DT1 1JF
- Email – s.newman@dorchester-tc.gov.uk

9. If you have any queries or wish to discuss the application, please contact Steve Newman on 01305 266861.

Alternative Grant Options

Grants may also be available from a number of other organisations. Both the Dorset Council and Dorset Community Action employ officers who would be willing to assist you in finding suitable grant opportunities and their contact details are set out below:

Ian Wells
Grants Monitoring Officer
Dorset Council
ian.wells@dorsetcouncil.gov.uk
Tel: 01305 224307

Funding Advisor
Dorset Community Action
The Little Keep
Barrack Road
Dorchester
DT11SQ
Tel: 01305 250921

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1.	Name of organisation. <i>(If your application is successful the grant cheque will be made payable to the name used here.)</i>	
2.	Name and address of responsible officer who should be contacted regarding this application.	Name Address Tel: _____ (Mobile) _____ Email: _____
3.	Address where activities are based.	
4.	What area (community) is served?	
5.	Are there any other similar facilities or services provided in the area/district?	
6.	How does your organisation / activity benefit the residents of Dorchester	
7.	Present charges/ subscription/fees. Please attach schedule if available.	
8.	Are there any proposals to change or introduce charges, subscriptions or fees? If so please advise effective dates.	

9.	<p>Details of the project facilities or service to be provided and how they will benefit the community. <i>(Continue on a separate sheet if necessary.)</i></p>	
10.	<p>How, if the project is ongoing, will you plan for it to become financially sustainable into the future – donations, charging, grants, other etc.</p>	
11.	<p>a) Proposed starting date of project or acquisition date of equipment.</p> <p>b) Estimated completion date.</p>	
12.	<p>Please give details of the cost of the project.</p>	
13.	<p>Please give details of other grants awarded or applied for.</p>	
14.	<p>Amount of grant requested from Dorchester Town Council.</p>	
15.	<p>Any other relevant information. <i>(Continue on a separate sheet if necessary.)</i></p>	
16.	<p>Declaration</p> <p>I/We declare that the information given on this application is true and complete in every respect.</p> <p>I/We understand that the information provided on this application form will be used by the Council to judge whether or not to award a grant and that the information will be available in the public domain. If you have provided any information which you do not wish to be made publicly available please make this known when submitting the application.</p> <p>Signature of Applicant(s).....</p> <p>Position Held.....</p> <p>For and on behalf of..... Date.....</p>	