



MARLOW TOWN COUNCIL

Annual Grant Application for 2009/2010

Please remember to fill in all the sections

ABOUT YOUR ORGANISATION

Name of Organisation		
Official or Registered Address of the Organisation		
Address to which Grant / correspondence should be sent if different from above		
Contact details of the person completing this application		
Contact name		
Position held		
Daytime telephone number		
Email address		
When was your organisation established		
Registered Charity No (if applicable)		
What is the legal status of your organisation ?		please tick one of the following
a) unregistered voluntary or community organisation	<input type="checkbox"/>	
b) registered Charity in England or Wales	<input type="checkbox"/>	
c) Waiting to be registered as a Charity	<input type="checkbox"/>	
d) Charity recognised by the Inland Revenue in Scotland or Northern Ireland	<input type="checkbox"/>	
e) Exempt / Excepted Charity registered in England and Wales	<input type="checkbox"/>	
Briefly describe the work of your organisation and how it benefits the community: (please continue on a separate sheet if necessary)		
How much Annual Revenue Grant are you seeking for the year commencing 1st April 2009 ?	£	
How many people used your organisation in the past year		
How many of these live in Marlow		

Is your organisation affiliated to, or a member of, a national/umbrella organisation	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If yes, please give its:

Name

Address

Telephone number

Any registration number

EQUAL OPPORTUNITIES
Equal Opportunities seeks to help all people receive fair and equitable access to the services our organisations provide. The Council has a legal duty to promote equality whether on grounds or race, disability, age, gender and other grounds where good relations and the elimination of discrimination can increase opportunities.

Does your organisation have an agreed equal opportunities policy ? If yes , please enclose a copy.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Do you consult with minority communities and or people with disabilities ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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FINANCIAL INFORMATION

You must include a copy / extract of your organisation's latest annual accounts with this application

If your accounts show a one off or accumulated surplus, please say how much and what you plan to spend it on

If your organisation has financial reserves, for what purpose are they held?

If your reserves or surplus are more than the amount of grant you want, please explain why you are making this application. Say if the reserves or surplus are to fulfil statutory responsibilities such as redundancy payments

What percentage of your gross annual revenue expenditure would be met by the grant you are applying for	%
Do you make any financial contribution or donations to any other organisations including parent or associated organisations ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes , please say which organisations and how much you give	
Please attach an additional sheet (if required) to include any other supporting information in respect of this application.	
DECLARATION	
<p>Please read the following declaration carefully and sign it. The conditions will apply to you if your application for a grant is successful.</p> <p>I accept the following conditions will be attached to any funding received.</p> <p>All the organisation's promotional material will acknowledge the support of Marlow Town Council. If the Council logo is to appear on your literature, assistance on correct usage can be obtained from the Town Council on 01628 484024.</p>	
<p>Signature.....</p> <p>Name</p> <p>Position</p> <p>Date</p>	
<p>Marlow Town Council is a data controller under the Data Protection Act. We hold information for the purposes specified in our nomination to the Information Commissioner and may use this information for a any of them. We may get information about you and others, or we may give information to them. If we do it will only be as the laws permits, to check the accuracy of information, prevent fraud or detect crime or to protect public funds.</p>	

Please send your form and supporting papers to:

Mr H B Bellairs, Town Clerk, Marlow Town Council, Court Garden, Pound Lane, Marlow, Bucks SL7 2AG

APPLICATIONS FOR GRANTS WILL BE CONSIDERED AT THE FINANCIAL SERVICES AND ADMINISTRATION MEETINGS. SEE MEETINGS TIMETABLE FOR DATES OF MEETINGS

PLEASE SUBMIT YOUR APPLICATION A MINIMUM OF 3 WEEKS PRIOR TO THE DATE OF THE MEETING