

**PART B**  
**APPLICATION FORM – GRANT FUNDING**  
**(For all types of grant funding)**

This form needs to be completed by the organisation applying for the grant. It should be completed in conjunction with the application guidance notes and then forwarded to the grants officer ([democratic.services@rbwm.gov.uk](mailto:democratic.services@rbwm.gov.uk)) Democratic Services, 1<sup>st</sup> Floor, Town Hall, St Ives Road, Maidenhead SL6 1RF

***Please note: you should receive acknowledgement of your grant application being submitted within five working days. If you do not receive an acknowledgement within 5 working days, please contact Democratic Services on [democratic.services@rbwm.gov.uk](mailto:democratic.services@rbwm.gov.uk) or Shilpa Manek, Grants Administrator on 01628 796310.***

**DETAILS OF ORGANISATION**

Full name of your organisation

Address of your organisation (If correspondence to go to a different address, please state below)

Name & position within organisation	Contact telephone number and email address
Company or Charity Number	

Purpose and aims of the organisation (brief description)

**How many people are in your organisation?** (Numbers should relate to the local branch)

	Full Time	Part Time		Full Time	Part Time
Paid Staff:			Volunteers:		
Total Members:					

Bank details of organisation

A/C name: A/C No. Sort Code:

**Total number of service users who will benefit from the requested funding.**

(i.e. the no. of service users who will benefit from a specific project, or the total no. of users supported by the organisation, depending on what funding has been requested for).

RBWM Residents supported:

Non-RBWM Residents supported:

Please indicate if your organisation received funding from RBWM in the previous financial year.

YES / NO

If funding was for more than £1,000 has an annual return been completed?

YES / NO

Amount of funding requested:

How will the grant be spent?

(Please include details of what difference / impact the grant will have on your project and the total cost of the project if not applying for the full project costs).

<b>Costs of Project</b> (If Quantity Surveyor costings have been produced, please submit a copy with your application)	<b>£</b>
Purchase/Lease of Land	
Purchase/Lease of Buildings	
Legal Fees	
Adaptation of existing buildings	
New buildings	
Architects' and other professional fees	
Equipment (attach price list)	
Other expenses (please give details) :	
<b>Total estimated cost of the project</b>	

Which of the Council Strategic Priorities is your grant relevant to? (Please refer to the guidance notes in part A and give specific details).

<p><b>Healthy skilled and independent residents</b></p> <ol style="list-style-type: none"> <li>1) Promote and develop opportunities for residents of all ages to improve their physical and mental health.</li> <li>2) Enable children and young people to have the best start in life.</li> <li>3) Work with schools to ensure high quality education for all.</li> <li>4) Enable older residents and adults to live independently.</li> <li>5) Improve support and opportunities for carers in our communities.</li> </ol>	
<p><b>Safe and vibrant communities</b></p> <ol style="list-style-type: none"> <li>1) Deliver services that protect children, young people and vulnerable adults from harm.</li> <li>2) Provide effective defences against environmental hazards.</li> <li>3) Support residents to get more involved in the maintenance and future direction of their neighbourhoods.</li> <li>4) Maintain high-quality arts, culture and leisure facilities.</li> <li>5) Enable the community and voluntary sectors to flourish.</li> </ol>	
<p><b>An excellent customer experience</b></p> <ol style="list-style-type: none"> <li>1) Communicate and engage well with residents.</li> <li>2) Enable easy access to council services.</li> <li>3) Deliver our customer-service standards.</li> <li>4) Improve our understanding of what residents need and want.</li> </ol>	
<p><b>Growing economy, affordable housing</b></p> <ol style="list-style-type: none"> <li>1) Improve our towns, while valuing their local distinctiveness.</li> <li>2) Encourage the growth of a diverse range of businesses in the borough.</li> </ol>	

<ul style="list-style-type: none"> <li>3) Support further opportunities for work placements, apprenticeships and volunteers.</li> <li>4) Ensure affordable housing provision across the borough.</li> <li>5) Expand and improve practical support for residents facing other housing issues.</li> </ul>	
<p><b>Attractive well connected borough</b></p> <ul style="list-style-type: none"> <li>1) Protect and enhance the attractiveness of our community spaces and countryside.</li> <li>2) Promote sustainable energy sources and minimise pollution and waste.</li> <li>3) Improve parking, cycling and public transport provision across the borough.</li> </ul>	
<p><b>Well managed resources delivering value for money.</b></p> <ul style="list-style-type: none"> <li>1) Maximise our income and ensure effective and efficient services.</li> <li>2) Increase our existing staff skills, capability and resilience.</li> <li>3) Use modern technology to benefit customers and staff.</li> <li>4) Commission or deliver services to meet residents' needs.</li> </ul>	

Please provide details of your accounts:	Current Financial Year (Year ending_____)	Previous Financial Year (Year ending_____)
Income		
Expenditure		
Year End Balance		
Surplus / Deficit		
Please specify if figures are for national organisation or local branch		

Details of other organisations you have received funding <u>for this project</u> from in the last 12 months or are awaiting a decision from:		
Name of organisation:	Amount received and date	Amount applied for and likely decision date

The legal status of your organisation
Please specify the nature of your organisation (i.e. Is your organisation voluntary, not for profit, a social enterprise or a community group):

Is this a branch or subsidiary of a larger or national organisation?

Yes /  No

If yes please describe:

# CONDITIONS OF GRANT

The applicant organisation must comply with the Council's conditions of grant listed below and in the 'Guide for Applicants,' and complete the following Declaration:

1. A copy of the constitution of the organisation must be submitted with the application form only if the organisation has not previously applied for grant funding or the constitution has been amended since last sent.
2. The established organisation must provide copies of the last two years' of audited accounts with their application and estimates for the forthcoming year. A new organisation must provide as much financial information as possible, and at least projections for the current year.
3. The award of grant funding is subject to the organisation acknowledging grant aid received from RBWM in all publicity and promotional activities related to the project and supporting the council's media activity undertaken in promoting community grants.
4. The organisation is required to comply with the Royal Borough of Windsor and Maidenhead's Equal Opportunities Policy in respect of its use of the grant, in particular if it is in respect of the employment or training of staff. If the funding is in the form of a Service Level Agreement, the organisation is required to submit a copy of its own Equal Opportunities Statement (EOS) as required under the Equality Act 2010. The Council also maintains the right to request submission of an organisation's EOS if, on receipt of the application form, it is believed an element of public activity was to be undertaken.
5. The organisation is required to have or develop and operate, a procedure for dealing with representations and complaints about the service the grant is intended for, for any person or organisation benefiting from the service. If a dispute or complaint concerning this service should occur between the Royal Borough and the organisation, all reasonable steps will be taken to resolve the dispute or complaint locally, involving an officer designated by the Royal Borough and the organisation. Any other disputes or complaints concerning the service will normally be resolved by the organisation.
6. The organisation is required to use all reasonable endeavours and take all reasonable precautions to ensure that any person employed or deployed by the organisation, is not an 'inappropriate person' to assist in providing the service to safeguard vulnerable adults and children.
7. The Royal Borough of Windsor and Maidenhead will monitor the way in which grant monies have been/are being spent, and reserves the right to seek to recover the grant in full if the organisation ceases to operate or if the grant is not used for the purpose(s) specified, or if they are in breach of any other condition of grant.
8. The approval of any grant is entirely discretionary. The applicant is reminded that approval of a grant in one year cannot be interpreted as implying that aid will be available in any subsequent year.

9. The organisation must ensure that accompanying documents requested in the application form are enclosed with the application form, as failure to do this may delay the processing of your application.

## DECLARATION

I apply for grant aid on behalf of the above organisation and I declare that:-

- 1 I have noted the conditions under which grants are made and confirm that if successful, I and the organisation that I represent, will abide by them.
- 2 It is understood on behalf of the organisation that the Royal Borough of Windsor and Maidenhead may seek to recover the full grant or such part of it as the Royal Borough may determine, if: -
  - (i) The organisation ceases to operate;
  - (ii) The grant ceases to be used for the purpose(s) for which it was given or the facilities cease to be used for the purpose for which capital grant assistance has been given (within a period of ten years from payment of the grant)
  - (iii) The organisation is found to be in breach of the conditions applied to the grant.

### **Membership**

I further declare that:

- (a) Membership to the organisation is open to all and no application for membership will be refused on other than reasonable grounds, e.g. there will be no discrimination on the grounds of race, occupation, religion or other opinion.
- (b) The managing body of the Organisation is composed mainly of members representing those using the facilities.  
Any provision in the existing constitutional rules which runs counter to the above, will be suitably amended.
- (c) If any application for membership is refused the Organisation will be prepared, if requested to state their reasons in writing to the Royal Borough of Windsor and Maidenhead.

I undertake on behalf of the organisation that the grant or such part of it as the Royal Borough of Windsor and Maidenhead may determine will be repaid in the event that the organisation is found to be in breach of any of the assurances given above.

Signed \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

*Please return to: Grants Administrator, Democratic Services,*

*Town Hall, St Ives Road, Maidenhead, Berks, SL6 1RF or to [democratic.services@rbwm.gov.uk](mailto:democratic.services@rbwm.gov.uk)*