

WEST BLETCHLEY COUNCIL GUIDELINES FOR COMPLETION OF GRANT AID APPLICATION

Please read these notes carefully before filling in your application form. If anything is not clear, please call the Council Admin Team on 01908 648257.

West Bletchley Council will be pleased to consider applications for grant funding from:

- Local Community Groups
- Voluntary Sector Organisations
- Registered Charities
- Community Interest Companies
- Social Enterprises
- Sports Clubs
- Faith Groups – although requests to support narrowly religious activities will not be considered.

West Bletchley Council are unable to consider applications from:

- Political parties
- Individuals

In general, grant requests for **£250-£5000** are invited, although requests outside of this band will be considered in exceptional circumstances.

Completing the Application Form

Section 1

Questions 1-14 request straightforward information about the organisation that you represent.

Section 2

Questions 15 and 16 help us to understand your finances and how they are managed.

Section 3

Question 17 – please tell us about the project that you are planning to undertake. What activities are you planning and where will they take place?

Question 18 – how have you decided that there is a need for what you have planned?

Question 19 – how will you measure the success of what you are planning?

Question 20 – please give approximate numbers for each category that might be impacted.

Question 21 – Please confirm the policies that you will work within, particularly if you are going to be working with young or vulnerable people.

Section 4

Questions 23-25 will tell us what the total cost of the project is estimated to be, how that total is broken down, how much you are asking for from WBC and how you will make up any shortfall.

NB. Please make sure that you have included all necessary documents detailed in point 26.

Section 5

That the declaration has been signed by two members of your organisation.

Section 6

Please read and be sure to understand your rights under the General Data Protection Regulations 2018 (GDPR). Further information can be found in our Privacy Notice which accompanies the grant application form.

Completed applications should be sent to West Bletchley Council, 221 Whaddon Way, Bletchley, MK3 7DZ.

If you have any questions about the application process, the application form, or any other aspect of the Grants Scheme, please do not hesitate to contact us on 01908 648257.