Frome Town Council (FTC) are looking for applications of up to £3k which demonstrate

* How the project will support FTC’s ambition ‘*to build a town that is environmentally sustainable, inclusive, and prosperous with a community that is more resilient, happier, and better able to shape its own future.’*
* A need for the project / existing gap in provision.
* A direct positive impact for Frome residents.
* How the project will be financially sustainable in the long term, independent of FTC funding.

A decision on whether to fund the project will be made by the Grants Committee, taking into account how well the application scores on these points into their discussion. All applicants will be invited to attend the meeting of the Grants Committee when they decide which projects to fund.

For more information, please see the Terms and Conditions guidance which can be found at [www.frometowncouncil.gov.uk/grants](http://www.frometowncouncil.gov.uk/grants).

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| --- | --- | --- |
| Name of Organisation |  | |
| Name of Project or Activity |  | |
| What is the delivery time scale of your Project or Activity | Start (mm/yyyy) | Finish (mm/yyyy) |
|  |  |
| Amount of funding requested from FTC |  | |

Contact Details

|  |  |
| --- | --- |
| Name of the person making the application |  |
| Position in organisation |  |
| Email address |  |
| Telephone number |  |

Organisation details

|  |  |
| --- | --- |
| Address |  |
| Website |  |
| Social media links |  |
| Description of organisational purpose |  |

Project Details

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| 1. Briefly outline the project that you have planned |
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| 1. How do you know there is a need for this project? Please share any evidence you have including lived experience, surveys, data, anecdotal and stories. |
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| 1. How will this project support some or all of FTC’s ambition ‘*to build a town that is environmentally sustainable, inclusive, and prosperous with a community that is more resilient, happier, and better able to shape its own future.’ ?* |
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| 1. Describe the impact on Frome’s residents both in terms of the number of people your project will benefit and the extent of the impact |
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| 1. How will your project be financially sustainable in the long term? |
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| 1. How will you keep participants in your project safe? (This could include your intention to carry out risk assessments and for larger or medium organisations we would expect to see a safeguarding policy too) |
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| 1. It is helpful for us to know if there are other groups doing something similar and whether you have made contact to see if collaboration or partnership working is appropriate for this project. |
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How will you measure the success of your project? We will use these when asking you to evaluate your project in 6 - 12 months’ time.

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| --- | --- | --- |
| Outcome | Success will look like | How we will measure it |
| E, g. well attended activities | 50 + participants by the 5th event | Sign in sheets |
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How much will your project cost and how will you use the money?

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| What is the total cost of your project? |  |
| How much Funding would you like from FTC? |  |
| Where will the remaining funding come from? |  |

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| --- | --- | --- | --- |
| Budget(please complete the following budget for your project) | | | |
| Title | Description | Total amount | Amount requested  from FTC |
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| Management costs |  |  |  |
| Training |  |  |  |
| Office costs (rent, telephone etc) |  |  |  |
|  | Sub Total |  |  |
| Salaries |  |  |  |
| Expenses (travel etc) |  |  |  |
| Venue hire |  |  |  |
| Materials |  |  |  |
| Publicity |  |  |  |
| Volunteer expenses |  |  |  |
| Other (please specify) |  |  |  |
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|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | Sub total |  |  |
|  |  |  |  |
|  | TOTAL |  |  |

Declaration

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| --- | --- |
| Have you received a grant in the last 3 years from FTC? |  |
| If so, how much? |  |
| What was the project? |  |
| Please tell us about any existing relationship with FTC. For example, either by being a tenant or any existing or previous legal/financial arrangement with FTC. |  |

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| --- | --- |
| We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group.  We have read and agree to abide by the terms and conditions  (please click/tick box to agree) | |
| We agree to crediting Frome Town Council for the funding for this project through our communications and are happy for FTC to share stories and grant feedback through their communications.  (please click/tick box to agree) | |
| We are happy to arrange visits by FTC staff and councillors to our project while it is being delivered  (please click/tick box to agree) | |
| We have provided copies of the following necessary documents (refer to Grant Application Information) to support the application (please click/tick as appropriate):  Accounts  Bank statement or paying-in slip  Constitution  (to double check bank details)  Safeguarding Policy  NB. Scanned copies are acceptable if you send your application by email.  Applications will not be taken to committee without all these supporting documents | |
| Signature 1 (person submitting form)  Signature 2 (Chair or senior representative of the organisation)  Typed entries acceptable for email applications |  |
| Date: | |

Please return your completed application form to:

Frome Town Council

Frome Town Hall

Christchurch St West

Frome

BA11 1EB

01373 465757

[info@frometowncouncil.gov.uk](mailto:info@frometowncouncil.gov.uk)