

Shepway District Council is making grant funding available to support local community organisations to deliver projects that commemorate the centenary of the end of the First World War. The fund is available for 'not for profit' organisations to support local projects. Voluntary and community groups can apply if they have a name, are properly constituted and have a bank or building society account in their own name.

Where a group is coming together only for the purpose of putting on an event or activity it will need the support of an eligible organisation which is willing to receive the funds on behalf of the group and be responsible for complying with the terms and conditions of the grant including being responsible for the expenditure of those funds.

Before applying, please ensure that you read the conditions of application attached to this form to give your application the best chance of success.

Section 1: Applicant Details	
The title of the project:	
The name of the group applying for funding?	
Who is the main contact for this application? Name:	
Address:	
Telephone:	Website:
E-mail:	
Please indicate the organisation type:	
Registered charity	<input type="checkbox"/>
Not for profit organisation	<input type="checkbox"/>
Town/Parish Council	<input type="checkbox"/>
Sports club	<input type="checkbox"/>
School/college	<input type="checkbox"/>
Affiliated military organisation (eg cadets)	<input type="checkbox"/>
Other (please specify): .....	
If available, please provide your Registered Charity Number or Company Number:.....	
Please confirm the following:	
Your group is properly constituted (see <a href="#">How to constitute your group</a> )	<input type="checkbox"/>
You have a bank account in the name of the organisation that requires two or more signatures	<input type="checkbox"/>
You <u>do not</u> have more than 6 months running costs in reserve	<input type="checkbox"/>
You have or will have the necessary insurance and permissions in place before commencing your project	<input type="checkbox"/>
You have DBS checks and vulnerable person policies in place if applicable	<input type="checkbox"/>
Where a group is coming together only for the purpose of putting on an event or activity and has no formal constitution or bank account, it will need the support of an eligible organisation which is willing to receive the funds on its behalf. Please attach a confirmation letter if applicable and tick this box	
<input type="checkbox"/>	

## Section 2: Project Description

Please describe your project below in a **maximum of 500 words total**

**Please Note only applications with this section completed can be processed**

The application will be assessed on the details provided in this section.

The aim of this grant is to support activities/events that provide an opportunity for the community to reflect on the impact of conflict and remember those who lived, fought and died in the First World War.

Describe your project, event or activity including brief details of your aims and why it is important that it takes place.

What will the project achieve?

How will you involve both the Armed Forces and civilian communities in your project?

How will your project leave a legacy? What are the ongoing benefits from your project?

How will you measure the success or impact of your project?

How many people will your project benefit and who will they be? If it is an event, how many do you expect to attend?

What are the expected project start date and end dates:.....

(Projects **MUST NOT START** before the funding agreement has been issued and must end by 31<sup>st</sup> December 2018)

### Section 3: Project Costs

Please **list the items** and their cost (add additional lines or attach a separate list if necessary)  
Minimum grant is £500 and maximum is £10,000  
You **must** provide **at least one quotation** or evidence of cost for items costing in excess of £500.  
Please see Ts&Cs for examples of the types of evidence required.

Grants will not cover VAT costs if your group can recover VAT. Can you reclaim VAT for this project?

Yes

No

If yes, please exclude VAT from the costs in the following table

Goods and services required for your project	Cost £s
<b>Total Cost of Project (must equal Total Contributions below)</b>	

Please show any contributions which you or others are making to help cover your project's costs.  
Attach a separate list if necessary.

	Amount £s	Is this confirmed?
Shepway WW1 Centenary Memorial Fund – please specify how much grant you are applying for?		
Own contribution (if applicable) – how much are you contributing to the project yourself?		
*Other Funders (list individually) - what other funding do you have? (add additional lines or attach a separate list if necessary)		
<b>Total Contributions (must equal the Total Cost of Project as specified in the table above)</b>		

\*If any of your 'other' funding is confirmed, please attach copies of the confirmation letters and check this box.

### Section 4: Additional Information

If your project is an event, please review the requirements at <http://www.shepway.gov.uk/events> and completed the Event Application if applicable

Event Application completed:

Yes

N/A

How did you hear about the WW1 Centenary Memorial grant scheme?

Email  Social Media  Newspaper  Website  Other: please specify:

## Section 5: Declaration

I declare that:-

- I have read the requirements of the grant in this application form and the accompanying terms and conditions, including the eligibility criteria
- I am authorised to sign on behalf of the applying organisation
- to the best of my knowledge and belief, the information given on this application form and in any supporting material is correct
- the grant paid to our organisation will be used to support the proposal as described in this application form and that any changes to the project will be agreed with Shepway District Council in writing prior to the changes taking place
- the applicant will publicise the Council's support for this project
- if more funding is secured than is needed to carry out this project then any excess will be returned to Shepway District Council promptly
- I accept the terms and conditions of this grant scheme as detailed in the form and conditions

**Signed (for organisation):**

Please print name:

Position within organisation:

Dated:

Please ensure the completed form is received by **12 noon on 8<sup>th</sup> May 2018**

We ask that you email your application form and any supporting information to us at [communitydevelopment@shepway.gov.uk](mailto:communitydevelopment@shepway.gov.uk)

However if you do not have email access please send the form to

Shepway District Council, Civic Centre, Castle Hill Avenue, Folkestone CT20 2QY

If you have any questions or need help, please contact us on the above email address or call 01303 853393

Before submitting this form, please check the following:

- You have fully completed Section 2 with the details of your project and provided start and end dates
- For anything over £500, you have attached supporting evidence for the costs you are requesting grant funding for
- The Total Project Cost amount is equal to Total Contributions
- You have enclosed attachments where requested:
  - Supporting evidence of the project costs (section 3)
  - Confirmation of other funding for the project (section 3)
- You have signed the form (forms that are not signed, cannot be processed as signing confirms you accept the grant terms and conditions

## **SHEPWAY WW1 CENTENARY MEMORIAL FUND 2018 TERMS & CONDITIONS**

### Eligible groups and activities

The WW1 Centenary Memorial Fund helps local groups to run projects to commemorate WW1. It is open to Town and Parish Councils, not-for-profit groups including registered charities, community sports clubs, schools and other constituted groups based in and/or working for Shepway residents including Armed Forces charities and organisations based outside of Shepway.

Grants will not be offered to:

- statutory authorities other than the parishes listed below, although authorities may act in partnership with eligible groups to submit grant claims e.g. a large parish council may assist a community group
- businesses other than “not for profit” companies

Grants will not be offered for:

- projects set up for private or individual benefit
- projects supporting wholly political or religious activities
- projects costs incurred before a grant offer has been made
- running costs (such as session workers, salaries, rent, rates, utilities etc.)
- costs of loan repayments
- VAT costs where your organisation can reclaim these

### Grant size and completion

Grant offers will not exceed £10,000 (except in exceptional circumstances as determined by the council on a case by case basis).

Grants will not normally be offered towards projects costing more than £10,000 unless it can be shown that the balance of funds required is in place.

Please be clear about the amount of grant you are applying for.

Projects must be completed by 31<sup>st</sup> December 2018 and the grant claimed by 31<sup>st</sup> January 2019

### Closing date and decision

The final decision on successful applications will be taken by The Leader of the Council/Cabinet Member for Communities, in consultation with relevant council officers. This is a non-statutory scheme and there is no appeal process against decisions taken.

Applications must be received by 12 noon on the closing date.

### Forward funding

Grants are paid in arrears but we may consider paying up to 50% of the grant awarded up front subject to a maximum of £5,000.

### Changes to the project

We will expect projects to be run as described in the application but understand that circumstances may change. If you need to change the project please contact us before doing so, so that we can decide whether or not we are able to continue to fund it.

### Monitoring and evaluation

We require evidence through invoices or receipts of how the grant has been spent. You will also need to complete a brief end of project report to explain how well the project worked and how you publicised the Council's support for your project. This must be provided within one month of the grant claim.

### Repayment of the grant

If monitoring information is not provided to a sufficient standard or if the expenditure is not in line with the description on the application form, the council reserves the right to request the full or part repayment of the grant.

### Publicity

We require you to publicise our support for your project (for example in press releases or publications linked to your project).

### Grant Offers

Funding Agreements will be issued to successful applicants and these must be signed to show acceptance and returned to us by the date requested. Please ensure that you read the acceptance letter before signing and returning it and keep a copy for your own use.

### Claiming your grant

Grants will be paid in arrears once the project has been completed. To claim your grant you will have to provide us with copies of invoices and confirmation of payment. Grant payments will be made by BACS payments only.

### Disposal of assets bought using a council grant

If any equipment, vehicle or plant bought using a council grant is disposed of within 3 years of purchase the Council must be informed and the proceeds of any such disposal returned to the Council.

## COMPLETING THE FORM

### Project Title

Please insert the name of the project for which you are applying for a WW1 Centenary Memorial grant.

### Your group's details

Please provide:-

- the name of the group leading this project
- your group's charity registration number or company number if you have one
- contact details for the person who will lead the project

### Project description

Please describe your project in less than 500 words simply and clearly and explain its benefits.

### Project start and end dates

Projects must not start before a grant is offered and must be completed by 31<sup>st</sup> December 2018.

### Project costs

Please tell us what items you will need to buy for your project and provide evidence for how much these will cost.

Evidence of costs can be copies of quotes, or brochures or a link to a webpage. If it is a staff cost, please provide a breakdown of the number of hours and the hourly rate.

Please let us know if your organisation can reclaim VAT for the project. The grant will not be available to cover VAT if you are able to reclaim it.

#### Your and others' contributions to the project

If the application is for £5000 or more you are more likely to be successful if you have some match funding in place as this shows that:-

- you have raised some money from your own efforts
- others support your ideas
- costs are being shared and value for money is being achieved
- your project is achievable

If you are showing contributions from others please provide evidence (e.g. grant offer letters) that this support has been secured. If offers have not so far been secured please let us know when you expect to receive decisions from your prospective funders.

Sources of match funding could include:

Heritage Lottery Then and Now: <https://www.hlf.org.uk/looking-funding/our-grant-programmes/first-world-war-then-and-now>

War Memorials Trust: <http://www.warmemorials.org/grants/>

Funding Central: <https://www.fundingcentral.org.uk/default.aspx>

You must have a bank account in the name of the organisation named in Section 1 of the form. Depending on the value of the grant, we may request that a separate account is established specifically for the project.

#### Disclosure and Barring Service checks & protection policies

Groups working with children and/or vulnerable adults will need to demonstrate that they have appropriate protection policies in place.

#### Legal consents and insurances

You must obtain all of the consents needed to allow your project to take place legally as we are unable to pay for projects where these have not been obtained. Consents and insurances might include, for example, landowner's permissions: planning and listed building consents: building regulations approvals; public liability insurance etc. Copies of any relevant consents must be provided to us before we will release grants. If your project is an event, you will need to complete the necessary Event Application on the SDC website and get approval for your event before funding is released.