Application Form for a grant to offset market rent

 (Grant in lieu of rent)

**1. Information about the organisation**

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| **1.1** Name of Organisation |  |
| **1.2** Address of premises to which the grant will apply |  |

**1.3** Which of the following best describes your organisation ?

 a. Registered Charity 🞎

If yes please provide Charity Registration Number:

b. Awaiting Charity Registration 🞎

 c. Charitable organisation which is not registered in any way 🞎

 d. Company Limited by guarantee 🞎

 e. Other **(Please state):**

**1.4** Is your organisation:

 affiliated to a national voluntary organisation ? Yes 🞎 No 🞎

 a branch of a national voluntary organisation ? Yes 🞎 No 🞎

If yes to either of these:

Do you have an independent local management committee ? Yes 🞎 No 🞎

Do you produce separate accounts for the local organisation ? Yes 🞎 No 🞎

**2. Name and Address of Contact Person**

To whom any queries on this application and correspondence should be addressed

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| --- | --- |
| **2.1** Name of contact. |  |
| **2.2** Position held within organisation: |  |
| **2.3** Address if different from above. |  |
| **2.4** Telephone Number | Home: |  |
|  | Work: |  |
|  | Email |  |

**3. Grant Information**

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| --- | --- |
| **3.1** Amount of rent due on premises | **£ pa** |
|  |  |
| **3.2** Amount of grant requested | **£ pa** |
|  |  |
| **3.3** Length of lease |  |
|  |  |
| **3.4** For how many years would you like a grant ? |  |

**3.5** Please explain why you need a lease of this length

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**3.6** Have you received, ever received, or do you currently receive,

 funding from Torbay Council ? Yes 🞎 No 🞎

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| --- | --- | --- | --- | --- |
| **3.7** If Yes, | Year |  |  |  |
|  | Amount | **£** | **£** | **£** |
|  | Type of grant |  |  |  |
|  | What for |  |  |  |

**4. Your Organisation**

**4.1** Please describe the aims of your organisation.

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**4.2** What services and/or activities will you provide from your premises ?

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**4.3** Which of the ‘Targeted Actions’ within the Council’s Corporate Plan does the work of your organisation meet ? If you meet more than one please tick appropriate boxes.

Protecting all children and giving them the best start in life 🞎

Working towards a more prosperous Torbay 🞎

Promoting healthy lifestyles across Torbay 🞎

Ensuring Torbay remains an attractive and safe place to live and visit 🞎

Protecting and supporting vulnerable adults 🞎

#### **4.4** Please explain briefly how your organisation meets the ‘Targeted Actions’ you have ticked.

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**4.5** Please describe how your organisation promotes social inclusion (i.e. how does it serve people who are disadvantaged).

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**4.6** Please give three examples of how your organisation made a difference to the lives of your users in the last 12 months.

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| **4.7** How many members does your organisation have ? |  |
|  |  |
| **4.8** How many users did your organisation have last year ? |  |
|  |  |
| **4.9** How many of your users were residents of Torbay last year ? |  |

**4.10** Do you have an equal opportunities policy ? Yes 🞎 No 🞎

**4.11** Please give examples of how you ensure your service is accessible to all sections of the community.

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**4.12** Are you aware of any other organisations which also provide similar

 services or activities in Torbay ? Yes 🞎 No 🞎

If yes, please give brief details, and describe how your organisation liaises or works with these organisations to complement each other and avoid duplication.

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**5. Financial Information**

**5.1** Please provide details of your organisation’s income and expenditure last year, your budget for this year and your proposed budget for next year.

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| --- | --- | --- | --- |
| **INCOME – Source** | **Last year** | **This year** | **Next year** |
| **Grants****:****:****:****:****Fund-raising****:****:****:****Earned Income****:****:****:****Reserves brought forward****(do not include fixed assets)****Other** (please specify what they are for) |  |  |  |
| **TOTAL** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **EXPENDITURE – Details** | **Last year** | **This year** | **Next year** |
| **Salaries/Staffing** |  |  |  |
| **Premises** |  |  |  |
| **Administration** |  |  |  |
| **Volunteers/Management Committee** |  |  |  |
| **Resources and Training** |  |  |  |
| **Transport** |  |  |  |
| **Other** |  |  |  |
| **TOTAL** |  |  |  |

 Please provide details of any reserves you had at the end of the last financial year, which were either reserves for a specific purpose (e.g. building fund) or were general reserves (e.g. funds held on deposit at the bank).

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| **5.2** What reserves (excluding fixed assets) were held by your organisation at the end of the last financial year ? | **£** |

**5.3** What are these reserves held for ?

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| **5.4** What was the value of your fixed assets at the end of the last financial year ? | £ |

**5.5** What are your plans generating income (including fund raising) or making savings over the period of your lease ?

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**6. Checklist**

If applicable, please enclose with your application a copy of your constitution, your equal opportunities policy, evidence that your organisation is affiliated or a member of a national voluntary organisation/body, your latest annual accounts (audited if possible) and a copy of your most recent annual report.

|  |  |  |
| --- | --- | --- |
|  | Enclosed | Not Produced |
| * Application Form
 |  |  |
| * Constitution
 |  |  |
| * Equal Opportunities Policy
 |  |  |
| * Evidence of membership of a national body
 |  |  |
| * Annual Accounts for last financial year
 |  |  |
| * Annual Report for last financial year
 |  |  |

**7. Additional Information**

Please use this space for any additional information relevant to your application.

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**8. Declaration**

This application has been seen and approved by the organisation’s Management Committee and/or officers of the Management Committee. The information contained in this application is correct to the best of my knowledge and belief.

Signed: Position in Organisation:

Date:

**Please return this completed form along with all enclosures to:-**

**Director of Place**

**Town Hall, Castle Circus, Torquay TQ1 3DR**