

DISS SURVEYORS' ALLOTMENT CHARITY

GRANT APPLICATION FORM

Guidance Notes

The Diss Surveyors Allotment Charity supports projects, activities and initiatives that provide a charitable benefit to the residents of Diss.

Applicants should read the Charity's Grant Policy before completing this form.

Applications may be submitted throughout the year and will be considered by the Trustees of the Diss Surveyors Allotment Charity.

1. Applicant Details

Name of organisation:

Organisation address:

Website or social media page (if applicable):

Main contact name:

Position in organisation:

Telephone number:

Email address:

2. About Your Organisation

Type of Organisation

Please tick all that apply:

- ☐ Registered Charity
- ☐ Community Group
- ☐ Voluntary Organisation
- ☐ Community Interest Organisation
- ☐ Sports, Arts or Cultural Organisation
- ☐ Trust
- ☐ Other Not-for-Profit Organisation
- ☐ Other (please specify)

Charity number (if applicable):

Company number (if applicable):

Year established:

Please briefly describe your organisation, its aims and main activities.

Approximately how many people are involved in running the organisation?

Approximately how many people currently benefit from the organisation's activities?

3. Project Details

Project Title

Amount requested from Diss Surveyors Allotment Charity

£ _____

Total Project Cost

£ _____

Proposed start date

Proposed completion date

Please describe the project or activity for which funding is requested.

4. Benefit to Diss Residents

Who will benefit from the project or activity?

Please indicate whether the project is intended for organisation members only or the wider community.

How will the project benefit the residents of Diss?

Approximately how many people will benefit?

- ☐ Under 25
- ☐ 25–50
- ☐ 51–100
- ☐ 101–250
- ☐ More than 250

Which of the following best describes the intended beneficiaries?

- ☐ Residents of Diss generally
- ☐ A particular group of residents
- ☐ Disadvantaged or vulnerable residents
- ☐ Users of a community facility
- ☐ Other (please explain)
-

5. Funding and Budget

Project Cost Breakdown

Item	Cost
	£
	£
	£
	£
	£
Total Project Cost	£

Have you applied for, or received, funding from any other source?

- ☐ Yes
- ☐ No

If yes, please provide details:

Funding Source	Amount Applied For	Amount Secured
	£	£
	£	£
	£	£

Is your organisation contributing any funding, resources or volunteer time towards the project?

☐ Yes

☐ No

If yes, please provide details:

6. Financial Position

Please state the value of your organisation's unrestricted reserves.

£ _____

If unrestricted reserves exceed the amount requested, please explain why external funding is required.

Please provide a summary of your organisation's current financial position.

7. Project Sustainability and Outcomes

Does the project involve equipment, facilities or other assets requiring ongoing maintenance?

☐ Yes

☐ No

If yes, please explain how future maintenance and replacement costs will be funded.

What outcomes do you expect this project to achieve?

How will you measure whether the project has been successful?

8. Governance and Compliance

Please confirm that your organisation has:

Requirement	Yes	No
Constitution or governing document	☐	☐
Committee or management structure	☐	☐
Bank account in organisation name	☐	☐
Public liability insurance (where applicable)	☐	☐
Safeguarding arrangements (where applicable)	☐	☐
Risk assessment (where applicable)	☐	☐

9. Supporting Documents

Please provide the following where applicable:

- ☐ Most recent accounts or financial statement
- ☐ Latest bank statement
- ☐ Constitution or governing document
- ☐ Project budget
- ☐ Evidence of proposed expenditure (quotations, estimates or project budget)
- ☐ Evidence of other funding applications

- ☐ Safeguarding policy (where applicable)
- ☐ Insurance information (where applicable)
- ☐ Additional supporting information

The Trustees reserve the right to request additional information where required to assess an application.

10. Conditions of Grant

If awarded funding, the organisation agrees:

- To use the grant solely for the purpose stated in this application.
- To notify the Charity of any significant changes affecting the project.
- To provide monitoring information if requested.
- To acknowledge support from the Diss Surveyors Allotment Charity where appropriate.
- To return any grant funding not used for the approved purpose.
- To provide evidence of expenditure if requested.
- To comply with all relevant legal and regulatory requirements.
- To retain records relating to the grant for a reasonable period following completion of the project.

The Trustees reserve the right to request repayment of all or part of a grant where the funding has not been used for the approved purpose or grant conditions have not been met.

11. Declaration

We confirm that:

- We are authorised to submit this application on behalf of the organisation.
- The information provided is accurate to the best of our knowledge.
- We have read and agree to the Conditions of Grant.

Applicant

Name:

Position:

Signature:

Date:

Second Authorised Signatory

Name:

Position:

Signature:

Date:

Submission

Please return completed applications to:

The Clerk to the Trustees
Diss Surveyors Allotment Charity
11–12 Market Hill
Diss
Norfolk
IP22 4JZ

Email: **towncouncil@diss.gov.uk**

Office Use Only

Date received:

[Insert details]

Application complete:

☐ Yes

☐ No

Additional information requested:

☐ Yes

☐ No

Panel review date:

[Insert details]

DSAC meeting date:

[Insert details]

Decision:

☐ Approved

☐ Approved in part

☐ Refused

☐ Deferred

Amount awarded:

£[Insert amount]

Minute reference:

[Insert details]

Monitoring required:

☐ Yes

☐ No

Notes:

[Insert details]