

DUDLEY METROPOLITAN BOROUGH COUNCIL
Central Dudley Area Committee



Application for Capital Allocation Funding

Carefully read through both this document and the associated guidance notes/criteria against which applications will be considered. When you have completed this form in full, return it along with the other requested documents to the named officer whose contact details appear at the end of the form. Please use block capitals or type your responses.

Section 1 – Your organisation			
Name:			
Address (or meeting place):			
Postcode:			
Telephone:			
Email:			
Section 2 – Contact details			
Principal Contact (to whom all correspondence will be addressed)			
Name:			
Position in organisation:			
Address:			
Postcode:			
Telephone number(s):			
Email:			
Second contact			
Name:			
Position in organisation:			
Address:			
Postcode:			
Telephone number(s):			
Email:			
Section 3 – About your organisation			
What are your organisation's general aims and objectives and how does it support the local community?			
How many paid workers does your organisation have?	Full time:		Part time:
How many volunteers?	Full time:		Part time:
How many members does your organisation have/how many people does it support?			

How many of these reside within the Borough?				
How many of these reside outside the Borough?				
How many of your members or those supported fall into the following categories (accepting that some may be in more than one category):				
Aged under 5:		Aged 5 -16:		Aged 17 – 65:
Men over 65:		Women over 65:		Unemployed:
People with disabilities:		People from Ethnic Minority groups:		

Section 4 – About your premises

Are your premises owned, rented, hired or occupied free of charge?
(please provide details)

Are the premises accessible by disabled users? Yes No

Do the premises have facilities for the disabled? Yes No

If yes, please provide details :

Are the premises used by any statutory or voluntary organisations? Yes No

If yes, please provide details:

Section 5 – About your capital allocation request

Specific purpose for which the capital allocation is requested:

Which groups in the local community will this project help?

How will this particular grant benefit the local community?

Section 6 – Project costs

Amount of capital allocation requested (to include VAT): £.....

What is the total cost of the project/item (to include VAT): £.....

NOTE: Please be aware that expenditure on capital items may incur ongoing expenditure. For example, that whilst the purchase of a photocopier is acceptable through capital grant funding,

the revenue items such as the paper, toner and servicing, etc. would not.

If the total project cost is greater than the amount being requested, please explain from where the balance of funding is expected to be sourced or being provided.

.....
.....

Has funding been secured? Yes No

Have you applied for/received any funding for any part of the project from another grant provider? Yes No
If so, please provide full details

.....
.....

NOTE: The Council will insist that the applicant withdraws, modifies or repays part or all of the capital allocation if funding has been received for the same items from another grant provider.

If applicable, please provide a breakdown of what the grant will be spent on and how much for each category

Land improvements or enhancement	£.....
New building works or improvements	£.....
Furniture/equipment	£.....
Vehicles	£.....
Other (please specify)	£.....
.....	
.....	

If your project involves improvements or enhancements to land or buildings, do you have permission? Yes No

If no, please explain what you are doing to seek necessary permission:

.....
.....

NOTE: A successful application for capital allocation funding does not constitute permission or authority to undertake any works and you should ensure that the necessary permissions, including planning permission, are obtained prior to commencement of any relevant works. The Council has to right to inspect appropriate documentation if considered necessary.

Section 7 – Your organisation’s finances

Approximately, what is your income/expenditure for the year? Income £ Exp £

Does your organisation receive any grant aid from Dudley Council or other sources? Yes No

If yes, please provide details of amounts and donating body

Amount £.....

Donating body

Does your organisation receive any non-financial support from Dudley Council? Yes No
(e.g. free or subsidised use of premises, transport, etc)

If yes, please provide details

.....
.....

Does your organisation receive any income other than grant aid? Yes No
(e.g. from hire of rooms, charges to members, etc.)

If yes, approximately how much per year? £.....
Please provide details

.....
.....

Have you received capital allocation funding from this Area Committee before? Yes No

If yes, please provide details:

Date/s

Amount/s received

The grant/s was/were used for

Have you applied to any other Area Committee for capital allocation funding to support this or any previous application? Yes No

If yes, please provide details:

.....
.....
.....
.....

Section 8 - Payment of Grant

If your application is successful, a cheque will be raised and paid to your organisation once the works have been carried out or the goods have been procured to your satisfaction. Payment will also be dependant on you providing a copy of the suppliers/contractors paid invoice or receipt. The cheque will be sent to the principal contact person as given on the front page of this document.

Alternatively, the payment may be made by BACS transfer directly into your organisation's bank account.

Any exceptions to this arrangement will be considered on a case by case basis - for example, organisations who are genuinely unable to fund the works/goods in advance of payment.

If successful, which method of payment would you prefer? BACS Cheque

For payment by cheque, please provide the name of your organisation that the cheque should be made out to (see note below):

.....

For payment by BACS please provide the following:

Bank account name

Sort code Account number

Name of bank Branch

Note: Cheques will only be paid to the organisation who submits the application and whose name appears on the bank details. Cheques will not be payable to any 3rd parties acting on behalf of the organisation.

Section 9 - Documentation to support your application

Your completed form **must** be accompanied by the following documentation. Failure to do so will result in your application not being considered by Area Committee.

1. A copy of your organisation's constitution showing the length of time it has been in existence and containing the names of properly appointed officers including a named Treasurer.
2. An audited copy of your accounts relating to the most recent financial year showing income/expenditure and end of year balance. In addition, a copy of your organisation's latest bank statement as at the date of your application is required whether you have audited accounts or not.

Note: If the accounts have not been professionally audited, then the Treasurer of the organisation must sign them as accurate. Another officer must then independently examine them and certify them with their signature.

3. Appropriate quote(s) from a reputable supplier(s) for the goods/equipment that the capital application request is based upon.

Note: In order to comply with the Council's Standing Orders and to ensure value for money, the following must be provided::

Goods/equipment to the value up to £500 – one written quote required

Goods/equipment of value between £501 and £5,000 – three written quotes required

Applications from new organisations

New organisations that are genuinely unable to produce annual accounts at the time of their application must provide the following documentation:

1. A formal constitution showing the length of time it has been in existence and containing the names of properly appointed officers including a named Treasurer.
2. A bank account in the name of the organisation and a copy of your latest bank statement as at the date of your application, whether you have audited accounts or not.
3. A formal business plan, setting out the organisation's key aims and objectives including an income and expenditure forecast.

DECLARATION:

To the best of my knowledge, the above information is correct.

I agree to provide any additional information that the Council may require.

If a capital allocation grant is approved, I agree that the organisation will use it for the purpose stated on this form and that the goods/equipment may be inspected by Council Officers.

I agree to ensure that the goods/equipment funded is sufficiently insured.

I agree that the Council's internal and external auditors have the right to inspect related documentation.

I agree to withdraw, modify or repay part or all of the capital allocation if funding has been awarded based on misleading or inaccurate information.

Signature:

Position in Organisation:

Date:

Information that you provide on this form is subject to the provisions of the Data Protection Act, 1998 and as such will be used for capital allocation purposes only.

Please return this form together with the other requested documents to:

Justin Haywood
Directorate of Adults Communities and Housing Services
Ednam House
St James's Road
Dudley
West Midlands
DY1 3JJ

Telephone: 01384 815875

Email: justin.haywood@dudley.gov.uk

For Office Use Only	✓ / ✗	Comments
Application completed in full		
Constitution provided and checked		
Financial information provided:		
(Audited) Accounts		
Up to date bank statement		
Details checked by Accountancy		
Payment by cheque		
Payment by BACS		
Other payment arrangements (if applicable)		
Appropriate number of quotes provided		
Business Plan provided (if applicable)		
Financial Assistance Database checked		