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| **Community Development Funding Application Form**  **1st April 2025 – 31st March 2028** |

***Please read the application criteria BEFORE completing this form***

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| **1. Name of community centre or hub** |  |

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| **2a. Group/organisation name** |  | | |
| **2b. Contact address** |  | **Tel no:** |  |
| **E-mail:** |  |
| **2c. Contact name** |  | **Position:** |  |
| **2d. Organisation type** | * Charity * Partnership * Community/Voluntary Group * Education Provider | * Not for Profit Company * Council Service * Other Public Sector Organisation * Other (please state) | |

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| **3. Centre or hub description (Please tell us about the centre or hub, how will the funding be used to meet the criteria, what are your development plans that this funding could enable and how could the funding contribute to addressing a funding gap in running costs?) *This box will expand so please continue for as long as necessary.*** |
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| **4a. Total funding requested up to £10,000.00 per year.** | £ |
| **4b. Funding for hub or centre received from other sources (if any)** | £ |
| **4c. And funding being used from own reserves** | £ |
| **4d. Please outline any additional fund raising efforts you will be undertaking to raise funds to support the community centre/hub** | |
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| **5a. Please provide details of the purpose and activities of your organisation** | | |
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| **5b. Is your centre currently open to all residents in Baildon?** | **Yes** | **No** |
| **5e. If No, please explain why and how you will expand your opening to all residents of Baildon** | | |
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| **5f. How many people from Baildon will benefit from this funding? (an estimate is acceptable but total numbers will need to be provided as part of the funding provision)** | |  |

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| **6. How does your organisation normally fund its activities each year? Please list all income received in the last financial year.** | |
| **Method of Income** | **Amount (£)** |
| **Membership Fees** |  |
| **Fundraising Events** |  |
| **Grants** |  |
| **Charges to activity users** |  |
| **Other (please specify)** |  |

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| **7. Has your group/organisation received support from Baildon Town Council in the last three years? If so, please set out the date and value of the grant or funding below.** |
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| **8. Bank account details – please provide details about the groups/organisations bank account** | | | |
| **Bank account name** |  | | |
| **Sort Code** |  | **Account Number** |  |
| **Signatories to the bank account** | | 1. | 2. |
| **Please Note: CHEQUES WILL ONLY BE MADE PAYABLE TO GROUPS NOT INDIVIDUALS**  **BANK ACCOUNTS MUST HAVE A MINIMUM OF TWO SIGNATORIES** | | | |

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| **9. Please supply the following documents with your application** | | | |
|  | **Attached** | | **If ‘No’ please state why** |
| **Your Constitution** | * **Yes** | * **No** |  |
| **Last 3 years Audited accounts** | * **Yes** | * **No** |  |

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| **10. Signature of applicant** | |
| **Name** |  |
| **Organisation** |  |
| * I can confirm that the information contained in all parts of this application and any supporting information is complete and accurate. * If funding is granted we recognise that we are entering into an agreement to adhere to the terms and conditions of the funding, to supply any additional information if required, and that failure to comply may lead to the recovery of monies paid. * I agree to details about the project and organisation being shared with council officers and councillors who are involved in the assessment of the application and monitoring of any funding awarded. * I agree to details about the project and organisation being entered onto a computer database. * I am authorised by the organisation to sign and submit this application on their behalf. | |
| **Signature** |  |
| **Date** |  |

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| On completion of this form, please return with all supporting documents listed at Question 9 to:  Town Clerk  Baildon Town Council  2 Northgate  Baildon  BD17 6JX  Tel: 01274 593169 E-mail: [enquiries@baildontowncouncil.gov.uk](mailto:enquiries@baildontowncouncil.gov.uk) |

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| **Application Criteria, Terms and Conditions** |

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| **Background**  Baildon Town Council is inviting community centres or bases in Baildon to submit applications for funding of up to £10,000 per annum in order to provide a supportive community infrastructure across Baildon.  All applications will be dealt with by the Community Committee and decisions will refer to the criteria set out below. |
| **Criteria**   * Funding WILL only support community centres or hubs located in Baildon that are open to all residents of Baildon for at least 15 hours a week. * Funding will only support community centres or hubs that can evidence provision for vulnerable groups of at least 10 hours a week. * The centre or hub will be able to provide total numbers visiting for any provision on a week by week or monthly basis. * Baildon Town Council provides this funding in order that the centre / hub may provide further benefit to the residents of Baildon. The funding is intended to assist the hub / centre in servicing all residents of Baildon and there must be no discrimination or exclusion based on religious beliefs, race, proximity to the centre or any other characteristic. |
| **Terms and Conditions**   * Any funding issued must be used for the purpose for which it was awarded unless the written approval of Baildon Town Council has been obtained in advance for a change in use of funding. * In the event of an organisation dissolving, the Town Council must be fully reimbursed the allocated funding. * The administration of and accounting of any funding shall be the responsibility of the recipient. * The size of any funding awarded is at the sole discretion of Baildon Town Council. * Baildon Town Council may make the award of any grant subject to additional conditions and requirements, it may consider appropriate. * Funding recipients are required to acknowledge the support of Baildon Town Council in any relevant event, news release, publication, poster, banner, programme etc. * Grant recipients are required to provide a 150 word article (and photograph) quarterly for inclusion in the Baildon Town Council e-newsletter and website. * Baildon Town Council reserves the right to refuse any funding application which is considered to be inappropriate or against the criteria and objectives of the Town Council. * Reports will be required to be presented at every meeting of the Community Committee (3x a year) using the reporting template. * Breakdowns of accounts will be presented to the Community Committee on an annual basis. * Funding will be provisionally granted on a 3 year basis, but will be thoroughly reviewed on an annual basis. Following the annual review, the Community Committee will resolve whether to continue funding for the following year. * Baildon Town Council appreciates that some or all of the funding provided may be used to cover, or put towards, staff costs and wages. While Baildon Town Council does not object to this, it must be clear that BTC is not the employer of those staff, and funding is not designed, nor exclusively provided to cover wages. The funding will not be subject to increases to cover cost of living, national insurance or pay rises, and the recipient of the funding should not be entirely reliant on the grant to employ members of staff and must be mindful that funding is reviewed annually.   Please note: Failure to comply with the terms of any grant award may result in a requirement to refund all, or part of, the award made by Baildon Town Council. |