

**WINTER SERIES 2022/23**

**Funding Application Form**



*For events/activities occurring between November 2022 and February 2033.*

***Please complete a different Funding Application Form for each separate event or activity.***

a. Name of Organisation	
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b. Name of Applicant	
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c. Contact Address	
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d. Position held in the Organisation	
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e. Tel. No. and Email:	
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f. Name of another decision maker within the Organisation	
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g. Position held in the Organisation	
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h. Tel. No. and Email:	
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**ABOUT YOUR PROJECT, EVENT OR ACTIVITY** - Please give as much information as possible. *(If you are applying for more than one event/activity – please complete a separate form for each different event/activity.)*

i. What is the event you are proposing?

j. When is this event taking place? (Please list date(s) and time(s).)

k. Where is the event taking place?

l. Please provide a description of the event for programme/marketing/social media purposes. *Please send additional information or images to:*  
[projects@sheptonmallet-tc.gov.uk](mailto:projects@sheptonmallet-tc.gov.uk).

m. Does your event require a Temporary Events Notice? YES / NO

**(You will be responsible for applying for this. For more information, visit: <https://www.gov.uk/temporary-events-notice>).**

**ABOUT YOU AND YOUR ORGANISATION** - Please give as much information as possible:

n. What previous experience do you have of organising this or a similar event?

*IMPORTANT: Please provide a valid insurance certificate with your application.*

o. Who is your main audience for this event or activity? How will people in Shepton Mallet benefit from it?

p. How much funding are you applying for?

Please provide a costed proposal (including VAT where applicable) below. This is the full amount you would like to receive and must be inclusive of all fees and charges.

*If you would like to organise more than one event or activity, please complete a separate form.*

***Please provide any additional information, images, and publicity material to:  
Project Officer, Shepton Mallet Town Council – [projects@sheptonmallet-tc.org](mailto:projects@sheptonmallet-tc.org)***

***IMPORTANT: Please provide a valid insurance certificate with your application.***

## DECLARATION

I/We declare that:

- I/We have read and accepted the guidance notes and conditions of funding and have answered all questions fully and truthfully. We also declare that any donation made will be used solely for the purpose outlined in this application.

I/We understand that:

- Shepton Mallet Town Council may ask for additional information at any stage in the application process.
- I/We will be required to submit details showing how the donation was used. Shepton Mallet Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified.
- This application form and supporting information will be copied and circulated to members of the Arts, Culture & Tourism Committee and their delegate Working Group (Private data and sensitive private data will not be disclosed).
- I/We give consent to Shepton Mallet Town Council storing the personal data below for the purpose of processing this application.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

***Please return your completed application form and proof of insurance to:  
[projects@sheptonmallet-tc.gov.uk](mailto:projects@sheptonmallet-tc.gov.uk) by 5pm on Monday 3<sup>rd</sup> October 2022.***

***Successful applications will be notified w/c Monday 10<sup>th</sup> October 2022 by Grant Offer Letter. (Please sign Grant Offer Letter and return to accept grant and acknowledge Terms & Conditions.)***

## WINTER SERIES 2022/23

### Grant Terms & Conditions



#### **1. Definitions**

1.1. 'You' and 'your' means the person (individual) or organisation that we have given a grant to and is bound by these terms and conditions.

1.2. 'We', 'us' and 'our' means Shepton Mallet Town Council and includes our employees and those acting for us.

1.3. The 'Project' means the project or activity that we have agreed to give you a grant for, as set out in your application form or proposal together with any supporting documents such as budget information, a timetable and any other documents that set out how your Project will be managed ('the Project Proposal').

1.4. The 'Grant Agreement' includes and incorporates:

- 1.4.1. these standard terms and conditions;
- 1.4.2. the Grant Offer Letter which sets out any additional conditions;
- 1.4.3. the Project Proposal;
- 1.4.4. and any other conditions we have agreed with you now or in the future.

#### **2. The grant**

2.1. The amount of the grant is set out in the Grant Offer Letter. We are not able to increase the amount of the grant. The amount of the grant may be different to the amount that you applied for.

2.2. **IMPORTANT.** You must accept our offer within two weeks of receiving it by returning a signed copy of the Grant Offer letter - via email to [projects@sheptonmallet-tc.gov.uk](mailto:projects@sheptonmallet-tc.gov.uk) or post to Project Officer, Shepton Mallet Town Council, 1 Park Rd, Shepton Mallet BA4 5BS. Your acceptance of the offer will be deemed only by receipt of your signed Grant Offer Letter. The Grant Offer Letter must be signed by someone who is authorised to act on behalf of your organisation (as named in the Grant Application Form).

2.3 The Grant Agreement will come into force on the date that your signed Grant Offer Letter is received by us. (If you do not return your signed Grant Offer Letter within two weeks our offer of a grant may lapse.)

2.4. You must use the grant exclusively for the Project.

2.5. You must tell us promptly about any changes to information you have given us, including any changes to your bank or building society details and you must make sure that the information you hold is always true and up to date.

2.6. You must hold any unused part of the grant on trust for us at all times.

2.7. You must tell us if you receive any other funding for the Project from any other source at any time during the Project. If this means that you no longer need the funding from us and/or that our funding duplicates something you later receive other specific funding for, you must pay the grant or the appropriate portion of the grant back to us immediately upon demand from us.

2.8. If you spend less than the whole grant on the Project, you must return the unspent amount to us promptly. If the grant part-funds the Project, you must return the appropriate share of the unspent amount to us.

2.9. As the grant comes from public funds, you must account to us for any profit that you make from the Project and we reserve the right to require you to pay back all or part of the grant.

2.10. If you enter into an agreement with any third party with a view to commercial exploitation of the Project we must be informed.

### **3. The project**

3.1 We reserve the right to introduce any new requirements and/ or additional conditions based on any further guidance given and/ or announcements made by the UK Government and any changing circumstances in relation to COVID-19 or other like infectious diseases.

3.2 Where the Project includes participatory work or public engagement, you must comply with all current UK Government guidance on COVID-19 and should carry out a risk assessment. You must be able to evidence that all risks have been addressed prior to the commencement of the Project.

3.3 You must get our written permission before making any changes to the Project or to its aims, structure, delivery, outcomes, duration or ownership, as stated in the Grant Application Form.

3.4 You must tell us if your plans to complete the Project, or your own ability to complete it, changes.

3.5 You must ensure that all records, including financial records, relating to the Project are accurate and up to date.

3.6 Where it is required, you must maintain adequate insurance at all times and we will ask you to send us copies of these policies. This includes employee and public liability insurance and insurance that covers the full replacement value of any assets you have purchased using the grant.

3.7 You must send us any information and records that we reasonably require to monitor your Project and how the grant is being used.

3.8 If it is requested, as part of your Monitoring Schedule and Payment Conditions, you must provide us with a brief report on the Project within one month of completing it.

3.9 In carrying out your Project, you must operate in a way which complies with all relevant laws and government requirements. This includes, but is not limited to, legislation or regulations governing the way you operate, the work you carry out, the staff you employ, or the goods and services you buy. For example, you are responsible for obtaining any licences, permissions and insurances that are required by law or ensure best practice.

3.10 You must have appropriate policies and procedures in place and act in accordance with them at all times to help you comply with any relevant law, government requirements and best practice. This may include, but is not limited to:

3.10.1 Data Protection Legislation (i.e.; including, but not limited to:

(i) the United Kingdom General Data Protection Regulation and

(ii) the Data Protection Act 2018 together with all other applicable UK laws whether currently existing, yet to be implemented, or to act as successor legislation, that regulate the collection, processing and privacy of personal data;

3.10.2 Equal opportunities including discrimination on the basis of race, age, gender, disability, religion and/or sexuality;

3.10.3 Employment law;

3.10.4 Harassment and bullying.

3.11 The following conditions apply if you or your employees, business partners, contractors or volunteers will supervise, care for or have significant direct contact (which, for the avoidance of doubt, includes contact by electronic and/or digital means) with a vulnerable person during the Project:

3.11.1 A 'vulnerable person' means:

a. anyone under the age of 18; and/or

b. anyone who needs (or may need) community care services because of mental disability, other disability, age or illness, and who is (or may be) unable to take care of themselves or unable to protect themselves against significant harm or exploitation.

3.11.2 you must consider all the risks that may arise from your contact with the vulnerable person and take all reasonable steps to ensure their safety. Before having any significant direct contact with the vulnerable person, you must get the written agreement of the legal carer or guardian of the vulnerable person.

3.11.3 As well as your responsibilities in clause 3.12.2, you must have and carry out a written policy and set of procedures to safeguard vulnerable people if during the Project, your employees, business partners, contractors or volunteers supervise, care for or have significant direct contact with vulnerable people.

3.11.4 As part of these procedures you must check with the Disclosure and Barring Service (DBS) the backgrounds and disclosures of those employees, business partners, contractors or volunteers who will, during their Project, supervise, care for or otherwise have significant direct contact with vulnerable people.

3.11.5 If you are the person having significant direct contact with the vulnerable person, you must have your background checked by the Disclosure and Barring Service (DBS) and have a clear and valid certificate readily available to provide on request.

3.11.6 You must comply with this clause 3.12 even if you are not required to do so under any child protection or care standards legislation, and whether the work is formal, informal, voluntary or salaried.

3.11.7 We cannot advise you of your legal responsibilities in your dealings with vulnerable people, and these conditions are not legal advice. If you have any queries about your obligations, we strongly advise that you seek your own independent legal advice and also contact the National Society for Prevention of Cruelty to Children - [www.nspcc.org.uk](http://www.nspcc.org.uk).