



RYDE

TOWN COUNCIL

Name of Applicant	
Contact No	
Contact Email Address	
I confirm that I have read the terms and conditions – please tick box	
I consent to Ryde Town Council holding the information given above for the purposes of this grant application – please tick box	

These details will be separated from the rest of the application and will be kept only to contact you about your grant application or to make payment. This information will be destroyed should your application be unsuccessful or, if successful, after the completion/evaluation report relating to your application has been received and processed.



RYDE
TOWN COUNCIL

SERVICE & EVENT FUNDING APPLICATION FORM

SECTION 1 - INTRODUCTION

Name of Organisation	
What does your organisation do?	

SECTION 2 - YOUR SERVICE/EVENT

The Town Council has adopted a Corporate Plan.

Ryde Town Council are looking to work to support local organisations to events and services in the town by providing them a level of financial support. Applications of £1-2k (up to £3k in exceptional circumstances) which help the Council achieve their objectives in the Corporate Plan will be considered by the Grants Sub-Committee.

To view the Corporate Plan 2020/25 see the Home page of the Town Council's Website [Link to Home Page](#)

Please tell us, in no more than 500 words, about your event or service and how it will be delivered:	
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How does your event or service help the Town Council to achieve the objectives set out in this Plan and a Charter for Ryde?	
Date of Application	
Event/Service start date and expected duration	

SECTION 4 - DEMAND FOR THE PROJECT

In order for Ryde Town Council to properly evaluate your grant proposal it is vitally important that you are able to demonstrate a legitimate need for the Event/Service you are proposing.

Please take the time to highlight the research you have done, as well as how you will evaluate the success of the project.

What are the expected outcomes of the Event/Service and how will you measure any success against them?

How have you evaluated the demand for your Event/Service?	
How will you measure the success of your Event/Service?	

SECTION 5 – FUNDING FOR YOUR EVENT/SERVICE

It is important that you have fully costed your event/project and are able to demonstrate how the potential grant funding from Ryde Town Council will be utilised.

Amount of Grant Funding requested	
Total cost of your event/service	
Percentage of Total Cost that the Grant Funding Represents	
How will any outstanding costs be met?	
Budget: Please provide a full budget breakdown using the table at the end of this application: <i>If it is easier to put this in a spreadsheet then please attach one to the application.</i>	

SECTION 6 - ALTERNATIVE PROJECT FUNDING

Whilst we would like to be able to fund all events/services that are put forward for consideration, it is important to remember that Ryde Town Council has very limited capacity to provide this support.

Therefore, please demonstrate other funding streams that you have investigated and are utilising, detailing any match funding that has been secured:

Which other sources of funding have been sought for this event/service? Please include any applications that have been made, both successful and not, and what value this holds.	
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How is income generated for your organisation?	
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SECTION 7 – PROJECT INFORMATION

Please tell us who will do the work and who will manage the project:	
Please detail any key dates/deadlines that need to be met in order to deliver the project fully:	

SECTION 8 - DOCUMENTATION

Please submit the following information in support of your application:

- A copy of your organisations most recent audited or verified accounts (please redact any information that you do not want in the public domain (e.g. account number or signatures)
- Evidence of any partnership funding
- A copy of your organisations constitution or set of rules of governance
- If this is not the first year of your event/service, then please provide a summary report of the success of previous years, this should include attendance numbers.

KEY TERMS AND CONDITIONS

Please read the following information before signing and sending your application

- I/We declare that the information I have given in this application is true and accurate to the best of my/our knowledge
- I/We declare that any Partnership Funding awarded by Ryde Town Council will be used for the specific purposes description in this application
- If awarded, the event/service Funding must be spent within 12 months.
- You/your organisation will inform the Town Council if there is a delay in the start project/activity/event
- Your organisation must acknowledge the support from Ryde Town Council in any marketing and promotional activity – a copy of the Town Council's logo will be provided for this use.

- (f) If the events/service funding is awarded, you agree to the repay the monetary value of the funding (or part of the funding) if any of the below apply:
- i. if the project does not go ahead or is not completed;
 - ii. if the full amount of the grant monies is no longer required;
 - iii. if the any of the terms of the grant are not complied with

If you have any questions please contact us on grants@rydetowncouncil.gov.uk

PLEASE NOTE INFORMATION GIVEN WILL BE TREATED AS IN THE PUBLIC DOMAIN. PLEASE REMEMBER TO REDACT ANY SENSITIVE INFORMATION.

Please return this form together with all the accompanying documentation to:

Budget (please provide a full budget breakdown for your <u>project</u> in the following table)			
Title	Description	Total amount	Amount requested From RTC
Management costs			
Training			
Office costs (rent, telephone etc)			
	Sub Total		
Salaries			
Expenses (travel etc)			
Venue hire			
Materials			
Publicity			
Volunteer expenses			
Marketing/Promotion			
Other (please specify)			
	Sub total		
	TOTAL		