



pression

Wyre Forest District Council
Leisure Grant Scheme

“it’s what you want it for”



Wyre Forest
District Council

supported by

The Shuttle
Incorporating Kidderminster Times & Stourport News

Guidelines for Applicants

The Wyre Forest District Council Leisure Grant Scheme is designed to open up new opportunities for groups or individuals who are taking part in arts, sports, environmental and heritage activities. The fund is intended to support small, local projects and people in achieving their potential. Individuals may apply for a maximum of £400.00 and groups/clubs up to £1,000.

To be eligible for a grant from the Fund, you must:

- be a resident
- provide a detailed breakdown of what you need the grant for
- complete the final evaluation

Applications from individuals must be accompanied by a letter/reference from your coach/mentor

Priority will be given to:

- new initiatives
- developing cultural opportunities/activities
- development of individual/club talent or potential
- support organisations/clubs to achieve their goals

We are unlikely to fund:

- general revenue costs
- commercial organisations
- more than one application per year from the same individual or group



Guidelines for Applicants

The sports grants from the Fund will be known as the Ray Mercer Sporting Awards. Since 1995 the Ray Mercer Sporting Foundation has awarded over £25,000 to individuals (under 25) who are excelling in their sport at County standard or higher. The Xpression fund continues to recognise the contribution Councillor Ray Mercer made to sport in the district by making awards to sporting talent and endeavour in his name.

Every application will be assessed by a panel which will meet 2 times a year (June and December) to consider all applications.

Please note that we expect to receive more applications than we have funds to support. Even if an application fits the Fund's priorities, it may not be possible to make a grant. Applications may be resubmitted.

For more information contact:

Lesley Fox,
Wyre Forest District Council,
Green Street, Kidderminster, DY10 1HA
Tel: 01562 732976
email Lesley.fox@wyreforestdc.gov.uk

If there is not enough room on the application form please continue on separate sheets.

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Application Form

Who are you?

Is the application from an organisation or individual?

Organisation ☐ Individual ☐
please tick

Name
and contact name if an organisation

Address

Postcode

Telephone

Email

Date of birth ____ / ____ / ____
if under 18

What do you want the grant for?

Please describe what you are planning to undertake. If you are planning a series of activities, please attach an outline programme listing proposed events, dates and venue.

Why do you want the grant ?

What are your aims? How will you judge whether you have achieved them?



Application Form

If the grant only partially funds the amount required,
how do you intend to fund the remaining sum ?

If your application for a grant is unsuccessful,
will the project/activity still go ahead ?

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Application Form

When will it happen?

Please give dates

Start ____ / ____ / ____ Finish ____ / ____ / ____

£

How much do you need?

*Please give us a budget
breakdown for your
project/activity*

*The headings supplied are
for guidance only
Please note the Fund will not
normally pay for general
maintenance/running costs*

Professional fees _____

Other fees _____

Hall/venue hire _____

Materials _____

Telephone, post etc. _____

Publicity costs _____

Other please list _____

Contingency _____

Total cost _____

How much do you need from us?

**Has the organisation/individual previously received grant aid
from the District Council or Ray Mercer Sporting Foundation
in the last 5 years?**

Yes ☐ No ☐

If yes please give details

Date ____ / ____ / ____

Amount £ _____

What was funded?

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Application Form

Applications from organisations *individuals please go to the next section*

Tell us about your organisation

You do not need a Constitution, but must be able to satisfy us of your ability to maintain proper financial and administrative control

When was your organisation established? ____ / ____ / ____

Is it a registered charity? Yes ☐

If yes, please give number

No ☐

Charity Number

Does your organisation have a constitution? Yes ☐

No ☐

If not, how is your organisation run?

Bank account

Please give details of your organisation's bank account if applicable

Account name _____

Account no. _____

Sort code _____

Independent referee

Please give the name of an independent referee. He/she must not be a member of your organisation. However, your referee needs to be someone who knows your group and can talk about your work in a professional capacity. We may contact our referee for more information about your application

Name _____

Occupation/
status _____

Organisation _____

Address _____

_____ Postcode _____

Telephone _____

Email _____



Application Form

Applications from individuals

Tell us about yourself *Please state your most recent achievements*

Payment *Please give details of whom the cheque should be made payable to*

Supporting letter

Your application must include a supporting letter from your coach/mentor/associate giving details of your achievements, talent and potential. This should include how the grant will help you to achieve your aim.

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Application Form

Conditions of grant

I / We understand that:

If given a grant, it will be used exclusively for the purposes set out in the application. No major change will be made to how I/we use the grant, without prior agreement. The grant will not be increased in the event of any overspend. If I/we do not spend the entire grant on this project, the underspent amount will be returned promptly.

I/we will complete and return an evaluation report within 6 weeks of completion (including full details of income and expenditure).

Failure to meet the above conditions will mean that future applications from you or your organisation will not be considered.

Declaration

I/we confirm that to the best of my knowledge all replies are true and accurate.

Name

Position in
organisation
if applicable

Name
please print

Returning this form

Send the completed application form to:

Lesley Fox, Community Development Manager,
Wyre Forest District Council,
Green Street,
Kidderminster, DY10 1HA.

The application will be acknowledged by email within 10 working days and you will be informed when the application will be assessed