



**FUNDING APPLICATION 2013/14
EXISTING PARTNERS**

Please read the accompanying guidance notes before completing the application form

Section 1: Your Organisation and Contact Details

<i>Name of organisation:</i>			
<i>Postal Address (inc postcode):</i>			
<i>Telephone number:</i>			
<i>e-mail address:</i>			
<i>Name of contact:</i>			
<i>Position of contact:</i>			
<i>Contact address (if different from address of organisation):</i>			
<i>If you are a registered charity, what is your registration number?</i>			
<i>Please tick the policies and procedures that your organisation has in place. You do not need to enclose copies, but the policies and procedures should be available if required. Please note that Voluntary Action South West Surrey offers help with drawing up policy documents.</i>			
<i>Policy Name</i>	<i>Do you have a (xx) Policy? Write Yes, No or Not applicable.</i>	<i>Date of Policy</i>	<i>Most Recent Review Date</i>
<i>Business Plan</i>			
<i>Health & Safety</i>			
<i>Equality & Diversity</i>			
<i>Child Protection</i>			
<i>Adult Protection</i>			
<i>Environmental Policy</i>			
<i>Access Policy</i>			

Section 2: Your organisation's activities

Please answer the following points about what your organisation will be doing in 2013/14:

- What will be your organisation's key objectives for 2013/14?
- Is your organisation planning any particular new developments or improvements for 2013/14? If so, what are they and who will benefit?

How will residents in Waverley benefit from your activities/services and how do your services help achieve the aims of the Council? (Please refer to the Council's corporate priorities of VALUE)

How many organisations and/or people does your organisation support on average per month?

Number of people	
Number of organisations	

Section 3: Financial Details

Are you aware of any issues that will affect your financial situation in 2013/14 (e.g. a period of grant aid coming to an end, increased costs, legacy received, threats to existing income streams, or a successful application to another body)? Please explain.

In view of the potential budget reduction for the grant scheme, what steps is your organisation taking to replace any reduction in funding from the Council for 2013/14.

--

Details of grant

<i>Total funding requested for financial year 1 April 2013 to 31 March 2014</i>	
---	--

Reserves/Funds

If it is not clear from your accounts/policies, please state what your restricted reserves/funds are designated for.

--

Section 4: Other Information

Please give any other information you would like to provide in support of your application. Please don't affix any extra sheets of additional information.

--

Please attach copies of the following with your application:

Document	Yes / no / not applicable
<i>Most recent audited or independently verified set of accounts</i>	
<i>Annual report</i>	
<i>Current business plan</i>	
<i>Budget forecast for 2013/14</i>	

Section 5: Signature of applicant

Name	
Signature	
Position	
Date	

Your completed application form, together with all accompanying documentation, must be received by **12 noon on Friday 13 November 2012**. It should be sent to:

Jane Todd, Community Partnerships Officer, Waverley Borough Council, Council Offices, The Burys, GODALMING, Surrey, GU7 1HR

Or by e-mail to: jane.todd@waverley.gov.uk .

Most of our publications can be provided in alternative formats. For an audio version, large print, text only or a translated copy of this publication, please contact jane.todd@waverley.gov.uk or call 01483 523067.

