



Denholme Community Pot **Application Form**

This financial year the Council has extended the Community Pot Grants and welcomes applications for up to £1,000. There will be no public voting, instead applications will be considered by the Town Council, with a view to ensuring that funding is allocated equitably and that any new groups have a fair chance of receiving funding. Groups may make more than one bid, but these must be for separate and quite distinct projects.

Applications for Community Pot Round 2 open on Monday 1st December 2025 and close on Friday 30th January 2026.

Before completing this application form, please take the time to read the latter pages to ensure your project meets the criteria. Please also familiarise yourself with the information on pages 5-6.

Please return your application form to the Denholme Town Council, Denholme Community Centre or online to clerk@DenholmeTownCouncil.gov.uk by **Friday 30th January 2026**. Applications presented after this date will not be considered for this round of funding. Please attach any additional pages you require.

Section 1 - Contact Details – All contact details need to be completed.

Name of Organisation/Project

Main Contact / Responsible Person (for any application a responsible adult must make the application)
Name

Address

Contact Number(s) & e-mail (if applicable)

Signature – by signing you are agreeing to be bound by the rules stated in this application form.

Date

Project Details – who is involved, where do you meet, what do you hope to achieve from the project?

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What would you like to do?

Please include date(s), times & venues of events if applicable.

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How many people from the Denholme area (if your project will include a wider area please specify which areas you are targeting) will be involved in your project. How will they benefit?

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What is your Target Age Range?

Section 3 – Finance

Please provide details of items/activity you would like us to fund.

This only needs to include the parts of the project that will be funded via this application (if successful).

Item/Activity	No of Units	Total Cost
		£
		£
		£
		£
		£
		£
		£
		£
		£
		£
Grand Total		£

Please confirm the total project cost along with the sources of any other funding you have received.

Section 4 – Application Notes

To help support your application we are asking you to provide a brief summary of your application. This is your opportunity to promote what you want to do with the money.

For consideration by Council

£

Rules:-

- Denholme Town Council will be running two funding rounds this financial year 2024/25.
- It is not permitted that the same group apply for more than one grant for the same project. They can however, make separate applications for different projects.
- Payments will only be made with a hard copy invoice/receipt for payment linked to the breakdown provided in this application form. Should the project end up costing less than the awarded amount the lower amount will be paid.
- In the event that the grant awarded is to assist payment of an invoice from an individual who can provide a formal invoice (with a formal trading name) e.g. John Smith t/a DJ John. This is permitted.
- Denholme Town Council are not able to provide grants to an individual person. As such any application needs to be made by a local group or organisation.
- Payments will NOT be made to any private individual linked to the project or its committee. If your group does not have its own bank account arrangements need to be made before submitting the application for payment to be made to another group to handle for you.
- Payments will be made by way of cheque or bank transfer. Under no circumstances will cash payment be made.
- Denholme Town Council reserves the right to reclaim any grant monies provided, e.g. in the event that the project costs less or ends up not proceeding. In such a case Denholme Town Council will provide a written request for payment and these funds need to be repaid to the council within 30 calendar days of receipt of such a written request. These funds will be placed into the next round of funding.

- Should your project cost more than the amount of your bid then there will not be an increase in this grant. Any shortfall will need to be met via alternative sources.
- Should you change your arrangements a grant cannot be diverted to a different project for the same group. In this event the grant will not be paid. That is, Community Pot grants will only be paid for the actual project that has been applied for by a group.
- Any money that is awarded must be spent and claimed from Denholme Town Council by end December 2025.
- If your application is for the purchase of a specific item(s) then we require you to provide 3 quotes for the item(s) you are looking for. These can be from a local or national company or from an online seller. In the very rare occurrence where there is only one supplier of the required item(s) then this needs to be detailed within the application form for Denholme Town Council to confirm.

The Following will not be considered for funding:-

- Activities which promote political, religious or other strong beliefs.
- Activities which include or promote violence (properly arranged sporting events are acceptable).
- Applications from organisations that do not include Denholme in its focus area or cannot evidence a good attendance from residents of Denholme.
- Applications that will not benefit the residents of the Denholme area (applications for projects that will include multiple areas are allowed).
- Applications which are considered unduly dangerous and do not have the relevant health & safety policy/insurance in place. A copy of the health and safety policy must be made available to the Denholme Town Council upon request.
- Applications that do not fit with at least one part of the current Denholme Town Plan (follows).

All applying groups will be informed of the results by the Town Clerk.