



**CROWN PAINTS DARWEN COMMUNITY AWARDS**  
IN PARTNERSHIP WITH DARWEN TOWN COUNCIL

Name address and postcode of group on behalf of whom application is made

\_\_\_\_\_

Purpose for which funding is required (please attach supporting documentation)

\_\_\_\_\_

Amount of funding being requested \_\_\_\_\_

Does the amount represent the full cost of the project or part of the cost? \_\_\_\_\_

If part, where will the balance of the funds come from? \_\_\_\_\_

Have you applied anywhere else for funding? \_\_\_\_\_

If so, where? \_\_\_\_\_

Current balance of funds within the group's account \_\_\_\_\_

Date by which you would ideally like to receive funds \_\_\_\_\_

Name and address of person submitting the application \_\_\_\_\_

\_\_\_\_\_

Daytime contact telephone no. \_\_\_\_\_

I have read and understood the guidelines on the reverse of this form

Signature \_\_\_\_\_

## Guidelines (June 2016)

- Darwen Community Awards are restricted to voluntary community initiatives within the BB3 Postcode area.
- Applications for awards can be made on behalf of any group within the Darwen boundary (BB3) whose purpose is to serve the community.
- Awards shall neither be made to individual persons/commercial ventures, nor to political groups and are not intended for the purpose of meeting routine maintenance or on-going costs nor or they intended to support one-off events eg trips or holidays.
- The awards scheme shall be managed jointly by Crown Paints and Darwen Town Council Communities Committee, who shall jointly assess applications and grant awards accordingly.
- It is helpful for applications to be accompanied by as much information as possible: e.g. number of individuals likely to benefit from the initiative; details of current bank balance; photographs, quotations, etc. Without this information your application cannot be considered.
- Where the application is to cover the purchase of furniture, equipment or third-party services, priority will be given to users of local suppliers.
- Shortlisted applicants should be prepared to attend an informal meeting with the judging committee.
- Applications for awards are considered at three meetings during the year, therefore applications need to be in by the following dates
  - 30<sup>th</sup> August – funds awarded late September
  - 30<sup>th</sup> November – funds awarded in December
  - 30<sup>th</sup> March – funds awarded in April
- The total fund available for all community awards stands at £20,000. Except in exceptional circumstances, no single award shall be made in excess of £2,000.
- Only one application per group or initiative in a two year period.
- Payments are made into the groups' bank account, subject to receipt of relevant details and not to individuals representing the group.
  
- Formal presentation to be made within group once awards monies have been spent, permission also required to use photographs/information for PR purposes in local newspapers etc.
- Should you receive a part payment from the committee ie. a percentage of that asked for and be awaiting funds from elsewhere, payment may be delayed until all funds are secured

Should you have any queries please contact

Tracy Riley

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