

# MAKING AN APPLICATION

Please download the electronic application forms from the North Wiltshire District Council website or contact the named officer for a hard copy.  
[www.northwiltshire.gov.uk](http://www.northwiltshire.gov.uk)



Read all of the supporting information and application form carefully before completing the form



If you require any additional advice to help you when making an application please phone or email the officer who relates to your Community Area.



You must ensure that where appropriate you have suitable policies and procedures in place, such as Child protection, Equal opportunities, Planning permission and Public Liability. Failure to do so could leave you open to Prosecution or Civil Action.



Complete and return the appropriate application form ensuring you have provided all of the relevant information and supporting paperwork to the named officer at the District Council.



On receipt of your application you will receive an acknowledgement that will inform you when the application is likely to be considered by the Area Committee.

# UNEMPLOYMENT-GRANT-MAKING-PROCESS

If your application does not meet the criteria set out in the guidance then your application will be returned to you outlining the reason why it was unable to be considered.



Once your application has been fully completed and no further information is required the officer will include your application in a report to the Area Committee for consideration.



The Area Committee will meet to discuss your application and decide whether to support it. You are welcome to attend this meeting to answer any questions members may have.



If your application has been **unsuccessful** you will be notified by letter outlining why the Area Committee is unable to support your project

If your application is **successful**, you will be notified by letter outlining the award to be made to you.

# U S I N G Y O U R G R A N T

Once all of your project funds are in place, please complete and return the enclosed forms to the relevant officer at the District Council.



**All** funding must be spent within 3 months of receipt. Capital projects must be drawn down within 2 years and Revenue projects must be drawn down by the end of the financial year.



If you would like a District Council Representative to attend an opening or to visit the project please contact the relevant officer.



Please acknowledge North Wiltshire District Council's Area Committees support to your project in all media and publicity. For awards of £5000 and over please contact NWDC Press Officer.



Please complete the evaluation form and return it the relevant officer once your project is complete.

Your project will be audited following completion of the project (this will be 3 months after the grant was drawn down).