

Rossendale Borough Council Town Twinning

GRANT APPLICATION GUIDANCE

Town Twinning Grants – Bocholt

The Council's Civic Matters Working Group has agreed to the provision of small town twinning grants.

Any Rossendale based organisation with town twinning contacts in Bocholt may now apply for a small grant to assist with town twinning activity.

The application form can be completed on the Council website [here](#).

If you require assistance completing the application, please contact:
Stephanie Carroll, Civic Services Officer and Leader's P.A.
Telephone: 01706 252427 or
Email: stephaniecarroll@rossendalebc.gov.uk

Before submitting your application, please ensure that you have:

- Answered all the questions
- Forwarded any supporting material to stephaniecarroll@rossendalebc.gov.uk
- Confirmed the accuracy of the declaration

Forms can be submitted online, by email or by post.

Email: stephaniecarroll@rossendalebc.gov.uk

Post: F.A.O. Stephanie Carroll, Committee and Member Services Team, *Rossendale Borough Council, The Business Centre, Futures Park, Bacup, OL13 0BB.*

Application Process

- Organisations can apply for funding up to a maximum of £500.00. The amount applied for must be based on the amount needed and details of costs must be included.
- Once applications have been submitted a group of Members will assess each application in relation to the criteria.
- Applicants will be notified as soon as possible after the meeting.
- Proof of expenditure will be required for all grants awarded.
- Organisations receiving grant funding must acknowledge the support of Rossendale Borough Council in any appropriate publicity and literature.

Please ensure that you fully complete all sections of the application including the name of your organisation, main contact person, address, telephone, email, details of your organisation and project and how much the project will cost.

If your application is successful you will be contacted for your organisation's banking details as payment will be made through BACs.

As part of your application you will need to confirm the following:

I confirm that I am authorised to sign this declaration on behalf of the organisation named in this application. I certify that the information given in this application is true, and confirm that the enclosures are current, accurate, and adopted or approved by the organisation for which I am taking the lead. I understand that any offer of a grant will be subject to terms and conditions, I confirm that the organisation has the authority to accept this grant if the application is successful, and to repay it if the conditions of the grant are not met.

PLEASE NOTE: You will be asked to provide feedback after your event.