

6. Is the club registered as a Community and Amateur Sports Club (CASC) with Her Majesty's Revenues & Customs? Yes / No

7. If yes, please provide the CASC Registration number:

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8. Does the organisation meet the updated requirements of the CASC scheme, made in April 2015, and effective from 1st April 2016? Yes / No

9. What are the organisation's main objectives and purposes?

10. What is the main use of the property?

11. Brief description of premises (e.g. office and hall, community centre and kitchen etc.)

12. Do you have exclusive use of the premises? Yes / No

13. If not, who do you share with?

14. Are the facilities/activities of the organisation open to all sections of the community? Yes / No

15. Are any membership fees charged? Yes / No

16. Are the premises made available to people other than members at no (or reasonable cost)? Yes / No

17. If yes, please provide details below:

18. Approximately what proportion of members live within the Braintree District?

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19. Does the organisation have a pro-active approach towards encouraging the use of the service/facilities by the disadvantaged, under-represented groups or groups with special needs? Yes / No

20. Please provide details below:

21. Does the organisation's activities contribute to the Council's Corporate Strategy 2016 to 2020? Yes / No

Details of the Strategy can be found at:

https://www.braintree.gov.uk/downloads/file/5503/corporate_strategy_2016-20

22. Please provide details below:

23. Does the organisation meet a need not currently provided by the Council?
Yes / No

24. Does the organisation liaise with the Council to ensure 'joined up working' and to avoid duplication of effort and resources? Yes / No

25. If yes, please provide details below:

26. Is the organisation the only provider of these facilities/activities within the Braintree District? Yes / No

27. What proportion of the organisation's annual income is generated from:

Grant aid	
Self-help/ donations	
Trading	
Other (please detail)	

28. Does the organisation run a licensed bar? Yes / No

29. What percentage of your total turnover are the bar profits?

30. Does the organisation have any gaming machines? Yes / No

31. How many paid employees does the organisation have?

32. How many people volunteer for the organisation?

Charity Shops only

33. What proportion of goods sold from the shop are donated?

DECLARATION

Signature:

Name:

Capacity in which signed:

Date:

Information required to Support your Application

- evidence of registration with the Charity Commission or HMRC;
- copy of rules/constitution;
- copy of latest annual report;
- copy of latest accounts:
 - these should be audited/independently examined where this is part of the usual organisational procedures
 - where accounts are not routinely audited/examined, the accounts should be submitted along with bank certificates for each of the bank accounts certifying the current account balances
 - national organisations should submit accounts that are relevant to the immediate local area
 - budget forecast for the current financial year
- price lists (if appropriate) for:
 - membership fees
 - service use/facility hire charges
 - bar prices
- details of all grants received in the last three years and their sources, as well as any pending applications;
- copy of equalities policy;
- confirmation that the organisation has a separate bank account with joint signatures;
- confirmation that the organisation's premises are fully utilised and suitable for its purpose having regard to size and location.