

Tenbury Town Council

GRANT AWARDING POLICY

and Application Form

Tenbury Town Council will consider applications for grants from voluntary groups or charitable organisations meeting within the parish boundary and having a significant number of parish residents in membership.

1. Grant applications will be considered to fund:

- (a) the purchase of equipment either in part or in full;
- (b) unusual transport costs;
- (c) necessary training;
- (d) activities that raise the profile of the town;
- (e) special event or celebration.

2. Grant applications will not be considered to:

- (a) support individual activities/salaries;
- (b) support a general fundraising appeal;
- (c) national or local organisations where there is no specific or perceived benefit directly to the parish or the parishioners;
- (d) Political, faith and educational groups;
- (e) Where the request is for unbudgeted expenses;
- (f) Organisations that do not provide a service to the Tenbury Community;
- (g) Projects that take place before an application can be decided.

3. Guidance for the Town Council when considering grant applications:

- (a) Grant applications will be considered at the scheduled Finance and Staffing Committee meeting in June and December following the tenth day after receipt of the application unless extra time is required to pre-assess the request or seek further supporting information;
- (b) The applicant will be invited to address the Committee at that meeting;
- (c) The grant to be met from the budget allocated for that specific purpose and determined as part of the annual budget process and be within the Council's powers;

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- (d) The applicant must be able to demonstrate that any grant given by the Town Council will benefit the residents of the Town;
- (e) Be for a specific purpose;
- (f) That the applicant supports equal opportunity;
- (g) Other sources of funding have also been investigated;
- (h) Demonstrate a clear community need for the project;
- (i) The amount of grant will depend on the proposed activity but in usual circumstances will not exceed £500;
- (j) If the applicant has received funding in the previous year the Committee must be satisfied that the applicant has delivered that project to a satisfactory level;
- (k) Grants are awarded at the discretion of the Committee.

4. Guidance for voluntary groups or organisations seeking grant support:

- (a) Applications shall be sent to the Town Clerk, Tenbury Town Council, The Pump Rooms, off Teme Street, Tenbury Wells, Worcestershire, WR15 8BA;
- (b) Applications to the Town Council shall be made by the group's appointed member using the application form provided at pages 4 and 5 of this document;
- (c) Applications shall only be for qualifying activities described in section 1 above;
- (d) Applicants shall enclose a copy of the statement of receipts and payments and, where it exists, a balance sheet approved at the group's most recent AGM together with copies of bank statements covering the past six months;
- (e) A grant can only be used for the purpose stated in the application, and the Council reserves the right to reclaim any grant that has not been used for the specified purpose of the application;
- (f) Assistance will be given on the basis of need, merit and contribution to the local community;
- (g) Organisations should not make a presumption that funding will continue on a year-to-year basis;

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- (h) In the case of applications in which the Town Council's grant will form part of overall funding, applicants should try to demonstrate that they can obtain other funding, but failing this, a decision will be at the discretion of the Committee;
- (i) Grants must be spent within 1 year of being awarded. Any unspent monies left after this time must be returned;
- (j) Should for any reason, the organisation dis-band, or the project not be completed, or event not take place, the Council may ask for all or part of the monies to be repaid;
- (k) Only one application per year will be accepted from any organisation;
- (l) Within twelve months of receipt of grant funding applicants shall provide the Town Council proof of how the funding has been spent. Groups/organisations are expected to provide Tenbury Town Council with written evidence of how the money has been spent and the benefit it has brought to the town/residents. Evidence should include copies of invoices and receipts, plus attendance numbers, photos and press cuttings where applicable. The Grant Completion Form should be completed and returned with evidence to the Town Clerk.

Date policy approved:

Date of policy review:

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Application Form

Please read the guidelines above before completing this form.
Please complete in print or if in writing complete legibly using black ink.

1.1	Name of organisation	
1.2	What does the organisation do?	
1.3	How long has the organisation existed?	
1.4	Where does the organisation meet?	
1.5	How many members belong to the organisation?	
1.6	How many members live within Tenbury parish?	

2.1	Describe the activity or project requiring grant support (Refer to qualifying activities a - f in paragraph 1 of attached policy)	
2.2	What will be the total cost of the activity or project?	
2.3	How much will you provide out of your own funds?	
2.4	How much are you seeking from the Council?	
2.5	How will the activity or project benefit the residents of Tenbury?	
2.6	Please provide any further supporting information relevant to this application	

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3.1	Applicant's name	
3.2	Applicant's position <i>e.g. secretary / treasurer etc.</i>	
3.3	Applicant's address	
3.4	Applicant's telephone no.	
3.5	Applicant's email address	

Declaration to be made by the Applicant

- (a) I am authorised by the organisation named at 1.1 above to make this application for grant support;
- (b) The organisation agrees to abide by the Town Council's policy paragraph 4(l) above in connection with any award it makes;
- (c) I enclose a copy of the statement of receipts and payments and, where it exists, a balance sheet approved at the group's most recent AGM together with copies of bank statements covering the past six months;
- (d) The information I have provided in this application form and in supporting documentation is true and accurate.

Signature: _____

Date: _____