

# **Bewdley Town Council**

## **Small Grants Fund**

### **Guidance Notes for Applicants**

The Town Council has set up a Small Grants Fund to assist organisers of events taking place in Bewdley to make them financially viable where that may otherwise not be the case.

These notes are intended to be read in conjunction with the Council's Small Grants Policy and the Application Form.

The Fund is administered through the Town Clerk at the Guildhall – further contact details below.

If you are contemplating holding an event which would fulfil the criteria specified in the policy but are concerned that the event itself may not be financially sustainable then it is worth making contact with the Town Clerk at the earliest opportunity.

The Fund is not large and the maximum sum available by way of a grant is £100. It is therefore only intended to cover any likely small shortfall.

The Council has delegated the decision whether to award a grant or not to the Town Clerk and Finance Committee Chairman so it is not dependent upon formal meetings of the Committee or Council. The process will be:

- Submit application with supporting papers to Town Clerk
- Town Clerk will acknowledge within three working days
- Town Clerk and Finance Committee Chairman will meet to consider and where possible decide on the application within ten working days.
- If further information is required then you will be notified and the application will be deferred
- You will be advised of the outcome within a further period of five working days.
- If successful, the payment will be made immediately.

If there are any time constraints on your timetable for funding please discuss this with the Town Clerk at the outset.

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