



## **GRANT APPLICATIONS GUIDELINES AND CONDITIONS FOR APPLICANTS**

The Town Council sets aside each year a sum in its budget with a view to providing grants (generally between £100 and £1500) to support local community voluntary organisations and groups.

The objective is to support and encourage a diverse range of community activities including those of a sporting and cultural nature together with those aimed at giving assistance to welfare and charitable concerns.

### **Conditions**

The organisation/group should either be based in Bewdley or have a local branch in Bewdley or show some significant geographic connection with Bewdley;

The organisation/group should directly benefit a defined group of residents living within Bewdley or the near vicinity;

The organisation/group should be established and preferably having a constitution or otherwise some formal system of decision making through a committee which may be accountable to its wider membership or to those for whom it provides services. The Council will not fund an individual or individuals operating in their own names under this scheme;

The organisation/group should have its own bank account for which there should be at least two authorised cheque signatories or similar control over electronic payments. Where an organisation/group is in the process of being formed it can ask an established organisation to accept and administer the grant subject to their approval and subject to that other organisation also being able to comply with these criteria;

The organisation/group should not generate financial profit for its members;

The organisation/group must demonstrate a financial need for funding whether for the purpose of a specific project or for general working requirements. It should supply copies of:

- its last audited annual accounts;
- its management accounts for the period since the last set of accounts;
- bank statements for the preceding period of twelve months.

If the application is for a specific project then full details of that should be given including an outline of what is entailed and justification as to how that would be completed;

If the application is for a specific item of expenditure then an explanation should be given as to why that is required;

The organisation/group should indicate if it has received or is in the process of seeking funding from other grant awarding bodies;

The organisation/group should provide details of its own fundraising efforts for the project or its running costs.

### **Procedure & Timetable**

Applications to be submitted to the Town Clerk by 30<sup>th</sup> November. Applications acknowledged.

In December, the Town Council's Finance Committee assesses likely demand and makes a recommendation for overall grant provision in the Council's main budget

In January, the Council's budget is fixed

In February, the Town Council's Finance Committee makes provisional allocations of grants and recommends such amounts to the Council

In March, the Council approves and decides the grants to applicants. Applicants advised.

In April (commencement of new financial year for Council) payments made to successful applicants

Note:

The Town Council also keeps in reserve part of the allocation for distribution to applicants who have missed the deadline and inclusion in the main allocation of grants and for whom payment is urgent. Payment of any further approved grants takes place in November.

### **Conditions**

If a grant is awarded then the Council would require the organisation/group:

- To acknowledge the grant cheque in writing
- To acknowledge the grant in its annual report and accounts
- To provide evidence that in the case of specific expenditure on goods or projects that it has been used for such purpose
- To be prepared to participate in any publicity that may be arranged by the Council

Only one grant application may be made in any financial year from 1<sup>st</sup> April to 31<sup>st</sup> March.