

## **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 up to a maximum of £1500) to support local community voluntary organisations and groups.

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

### **Grant applications will be considered if:**

1. ...the organisation/group is based in Bewdley, has a local branch in Bewdley or can demonstrate some other significant connection with Bewdley.
2. ...the organisation/group directly benefits a defined group of residents living within Bewdley or the near vicinity.
3. ...the organisation/group is established and has a constitution or some other 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.
4. ...the organisation/group has 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.
5. ...the organisation/group does not generate financial profit for its members.
6. ...the organisation/group can demonstrate a financial need for funding. 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 these are not available then the organisation/group will be required to demonstrate how it intends to achieve financial competence.
7. ...the application is for a specific project then full details of that should be given including an outline of what is entailed and explanation as to how that would be completed.

## **IF**

8. ...the application is for a specific item of expenditure then an explanation should be given as to why that is required.
9. ...the organisation/group indicates it has received or is in the process of seeking funding from other grant awarding bodies;
10. ...the organisation/group can provide details of its own fundraising efforts for the project or its running costs.

## **Procedure & Timetable**

11. Grant support will be made available subject to sufficient funding in the Town Council's budget and the level of funding provided to other applicants during the year.
12. Applications, using the attached application form, are to be submitted to the Town Clerk. Applicants will be invited to address the Town Council's Finance and General Purposes Committee when it meets to assess the application.
13. The Committee will assess applications on a six-monthly basis at their meetings in June, and December to recommend the allocation of funding (if any). The final decision to award funding will be made by the Town Council at their meetings in July and January.
14. Payment to successful applicants will be made in the month following the Council's decision.
15. Only one grant application may be made in any financial year from 1<sup>st</sup> April to 31<sup>st</sup> March.

## **Award Conditions**

16. If a grant is awarded then the Council would require the organisation /group:
  - To acknowledge receipt of the grant in writing
  - To acknowledge, by way of in its annual report and accounts, that the funding was provided by the Town Council
  - To provide evidence to the Town Council 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 Town Council

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**BEWDLEY**  
Town Council

**APPLICATION FOR GRANT AID**

<b>DATE OF APPLICATION:</b>	
Name of organisation	
What does the organisation do?	
When (year & month if known) was the organisation set up?	
Where does the organisation meet?	
How many members belong to the organisation?	
How many members live within the Bewdley parish/town area?	
Describe the project / activity / purpose for which you require grant funding	
How much is the total cost of the project / activity?	£
How do you intend to fund the project / activity?	

How will the project / activity benefit the residents of Bewdley?	
Any other relevant information	
Applicant's name	
Applicant's position within the organisation	
Applicant's address	
Applicant's phone number(s)	
Applicant's email address	
<p><b>Declaration by Applicant:</b></p> <ul style="list-style-type: none"> <li>a) I am authorised by the organisation named above to make this application for grant support.</li> <li>b) The organisation agrees to abide by the Town Council's 'Award Conditions' (paragraph 16 of the Guidelines and Conditions) in connection with any award received.</li> <li>c) A copy of the organisation's most recent audited accounts, statement of receipts and payments for the financial year to date and, copies of bank statements covering the past six months are attached herewith.</li> <li>d) The information provided on this form is true and accurate.</li> </ul>	
<p>Signature:..... Date: .....</p>	