

## **PROMOTING BEWDLEY – SMALL GRANTS FUND**

### **GUIDELINES AND CONDITIONS FOR APPLICANTS**

#### **Overview**

Bewdley Town Council has resolved that as part of its overall policy of wishing to create a vibrant town it wishes to encourage and support local organisations to put on a wide range of high quality events that engage with residents as well as visitors. This recognises the fact that economically the town benefits to a significant degree from tourism and also that a large number of individuals within the local community through a variety of groups and organisations are keen to display their creative cultural and recreational talents for the benefit of everyone.

It follows that the primary purpose of the Small Grants Fund is to provide some limited financial assistance to those groups and organisations who find that a proposed event may not in itself be financially viable without such funding and that it would be unfair that individuals personally should risk their own money at the same time as contributing their time and effort on an unpaid and voluntary basis.

Having indicated its wish to assist in that way, the Town Council has to recognise its own financial limitations and in particular that the majority of its own funds are derived from Council Tax paid for by local householders. The Town Council receives no element of the business rate so is unable to utilise such funds for this purpose. The budget for the Small Grants Fund is fixed each year as part of the Council's overall planned expenditure.

#### **Conditions and criteria**

Each application will need to demonstrate how its request for funding may qualify under the criteria listed below:

##### **General:**

Your organisation should either be based in Bewdley or show some strong geographic and demographic connection with the town;

Your organisation must be a voluntary or community based one where any element of profit from the event is demonstrably invested in ongoing work and events for the future;

Your organisation should have its own bank account for which there should be at least two authorised cheque signatories or similar control over electronic payments;

Your organisation should have a constitution or otherwise some formal system of decision making through a committee comprising at least three persons including a chairman and treasurer and which may be accountable to a wider membership.

#### **Event Management**

As organisers of the event you should either now or prior to the event have:

- suitable insurance in place for the activities proposed arranged by yourself or others who may do so on your behalf e.g. the site/venue owners;
- designated and named individuals who are charged with running the event;
- carried out a risk assessment and addressed relevant issues;
- obtained any necessary consents from local authorities or other statutory agencies
- a programme of advertising and promotion with the town and if appropriate further afield;
- considered contingency plans in case of adverse weather or other eventualities which may make the event less viable.

## **Financial**

As financial managers of the event you should have:

- compiled a budget for the event;
- considered what other sources of grant funding are available and applied to such grant providers as necessary;
- considered how the event may represent value for money and that the costs are proportionate to the benefit that may be derived by members of the public attending;
- acknowledge the financial input from the Town Council in its promotional material and programme.

## **NOTES**

In your application you should explain why a grant from the Town Council is required and what would be the position if the grant was not awarded in full or at all.

Should the event not go ahead for any reason then the Town Council reserves the right to recover the grant provided or part thereof.

In respect of second and subsequent applications, the Town Council may require to see evidence of satisfaction of the criteria set out above.

The maximum grant (as at 1<sup>st</sup> April 2016 but subject to annual review) is £100.

Applications which are either retrospective or are of a commercial nature involving an element of profit will be excluded from eligibility for the Small Grants Fund.