



Whittlesey Town Council

Grant application and Terms and Conditions

Approved

Chairman of the Council

Document History		
Status	Date	Version
Drafted by Clerk	28th June 2017	1.0
Reviewed by Finance & Policy	18 th Sept 2017	
Adopted by Full Council	11 th Oct 2017	
Review date – 1 year or if there is a change in legislation		

WHITTLESEY TOWN COUNCIL

Grant Application Form

1.	Name and address of organisation:														
	Postcode:														
2.	Contact name and position in organisation														
3.	Daytime telephone no:														
	E-mail address:														
4.	Please provide details of the project and the amount of grant requested. (You should explain clearly and simply the purpose for which the money will used, enclosing drawings if appropriate). Continue a blank piece of paper and attach to the back if necessary.														
	Total cost of Project: £ Amount applying for: £ If not 100%, then how is the shortfall being financed?														
5.	Have you applied for grant in respect of this project to any other organisation (including Local Authorities)? YES / NO If yes, please give details of to whom and for how much. <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 35%;">Name</th> <th style="width: 35%;">Amount</th> <th style="width: 30%;">Date of expected decision</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>			Name	Amount	Date of expected decision									
Name	Amount	Date of expected decision													
6.	Have you applied to this Council for assistance before? YES / NO If yes, please give details: When: _____ How much: £..... Was the application approved? YES / NO														
7.	Is your organisation (please delete as appropriate) a) a registered charity? Please state your Charity No.: b) a branch of a national organisation?														

8.	Please provide the following details from your most recent annual accounts	
	a) Total Income	£
	b) Less Total Expenditure	£
	c) Surplus / Loss	£
	d) Savings (Reserves, Cash, Investments)	£
9.	Please provide or attach any additional information that may assist the Council in reaching its decision.	
10.	Please give us your bank or building society account details. (if you only accept cheques, please advise: Account name: Sort Code: Account No: Bank:	

This grant application should be signed by **two** members of your Organisation's Committee, one of whom must be the Chairman, Secretary or Treasurer.

We confirm that the information given in this application is accurate and that the Organisation undertakes to inform Whittlesey Town Council of any changes in the Organisation's circumstances that would affect this application.

We confirm that any grant awarded by the Council will be spent only on the purpose for which it was given and a letter of confirmation will be sent to the council.

Signed (1): Signed (2):

Position: Position:

Date: Date:

For and on behalf of (organisation):

The signing and submission of the Grant Application form constitutes acceptance of the above statements.

The application form should be signed and returned to:

**Mrs Sue Piergianni - Town Clerk & RFO
Whittlesey Town Council
Peel House,
8 Queen Street
Whittlesey, PE7 1AY**

FOR WHITTLESEY TOWN COUNCIL OFFICIAL USE ONLY

Date approved/declined:

Amount:

Whittlesey Town Council Terms and Conditions of Grant

1. Grants **can be awarded to** voluntary groups, societies, clubs, not-for-profit organisations, charities or individuals operating in the Parish area where the benefit will be predominately for the residents of the Parish area.
2. Each grant application will receive careful and sympathetic consideration. There is no obligation on the Town Council to make a grant to any organisation or individual. Organisations must meet a 'local' criteria,
3. The amount of any grant will be at the discretion of the Council and the council are not obliged to give reasons for refusal.
4. All applications will be considered on their merit but in general grants can be awarded for:
 - o Revenue Projects such as a Community Event, Festivals or other Special Events where grants towards running costs, salaries, consumables, insurance or training may be considered
5. The purpose for which any grant is made must be in the interest of the Parish area or any part of it which is defined by the boundaries of the Parish Council.
6. Organisations from outside the Parish that can demonstrate direct benefit within the area are eligible to apply for a grant.
7. The Council may consider any previous grant made to an organisation or group when considering a new application
8. No grant will be awarded to or for any commercial venture for private gain.
9. Retrospective applications will not be funded where the expenditure had been made, the project has been carried out or the event has taken place.
10. All grants will be conditional upon submission of a Grant Application Form.
11. If the grant is put to purposes other than those for which it was awarded without the prior approval of the Council, the recipient organisation or group will be required to repay the grant.
12. The organisation or group should supply such information as the Council may request regarding the impact of the project on the Council's area.
13. Recognition of the grant from the Council must be made in any publicity issued by the receiving body.
14. The Town Council ~~only~~ consider grants at each of its Finance & Policy Committee Meetings, the grant request must be received by the Town Clerk 5 working days prior to the date of the meeting to ensure inclusion on the agenda.
15. If the application is successful bank details will be required as payments will normally be made via BACS.
16. The Town Council may require evidence to be provided on what the donation was spent on.

How will a grant application be assessed?

- o Does the Council have powers to provide a grant for this project.
- o How well does the project meet the needs of residents?
- o How effectively will the group use the grant?
- o Is the cost of the project appropriate?
- o Are the expected outcomes realistic?
- o What level of contributions has been, or will be, raised locally?
- o Can the organisation or group reasonably be expected to obtain sufficient funding from another, perhaps more appropriate, sources?
- o How is the organisation or group managed and does it have a constitution?