



Northleach With Eastington Town Council Community Grants Scheme

Northleach with Eastington Town Council allocates a budget each year for the award of grants and donations to local organisations for their activities in the parish.

This scheme is intended to support local community, voluntary and charitable organisations for purposes which, in the opinion of the council, are “in the interests of, and will bring direct benefit to, the parish or any part of it, or to all or some of its inhabitants”.

The Town Council would particularly like to encourage applications for projects that aim to enhance biodiversity or improve accessibility within the parish.

The maximum grant available under this scheme is £1,000, subject to budgetary provision. In exceptional circumstances, larger awards may be considered, but this would require forward planning to write the amount into the Town Council’s annual budget.

The Town Council must be confident that any grant awarded will benefit the residents of the parish and has put together this application process to meet this aim. In accordance with legislation, we regret that awards cannot be made to single individuals, however worthy, or to charities operating overseas or established to help persons outside the UK.

Application Process

Enquiries and applications should be made to the Clerk, using the application form, which is available to download from our website: www.northleach.gov.uk/grants.

Please read the eligibility criteria and conditions overleaf before completing the application.

Submit completed forms and supporting documentation to:

Town Clerk, Northleach with Eastington Town Council
Westwoods Centre, Bassett Road,
Northleach,
Cheltenham GL54 3QJ

Or via email to clerk@northleach.gov.uk.

Grant applications are considered by the Finance & General Resources Committee, which meets four times a year, in April, July, October and January.

Therefore, **applications must be received** by the end of the previous month, i.e. **by the end of March, June, September and December**.

Grants Awarding Policy

1. To be eligible for funding, applicants must:
 - Have a written governing document (such as a constitution, articles of association, set of rules or trust deed).
 - Have at least three members on your management committee/board.
 - Have a bank or building society current account in the name of the organisation.
 - Be a community, voluntary or charitable organisation operating in the area covered by the Town Council.
 - Show evidence that the service you provide is needed by the community and that it has community support.
2. Grants will not be awarded to:
 - Political activities, projects, or campaigns,
 - Companies or organisations operated on a commercial or for-profit basis.
 - Organisations who wish to pass on money to other individuals or groups
 - Regional or national charities unless it can be shown that it will benefit local residents and the benefit to the local community is commensurate with the expenditure incurred; or
 - Individuals.
3. All applications will be considered on their merits. In general grants may be awarded for capital projects, such as the purchase of equipment, works to buildings, or for community events. The council encourages applications for projects to enhance biodiversity or improve accessibility within the parish. Grants will not normally be made for ongoing running costs. Where an application is for running costs, the applicant should detail the plans to find future running costs from other sources. Where grants for running costs are made, no guarantee of future funding is implied.
4. Preference is for the grants budget to achieve the widest possible impact, so a large capital project that would consume all of the available budget may be less likely to be approved.
5. The Town Council will not support an application that has the potential to duplicate funding from other sources.
6. The provision of one grant does not set a precedent for following grants; nor does it preclude further grants. However, only one grant will be given to any group or organisation in the same financial year (1 April to 31 March).
7. The Town Council is publicly accountable for all money that it spends. Therefore, all grants will be conditional upon submission of accounts and supporting documentation detailing costs for which the funding is being sought.
8. If applications are to carry out work relating to a property then the applicant must either own the property in question or be able to prove that they have the owner's permission to carry out the work, and that the group or organisation will be able to benefit from the work for a minimum of three years. Documentary evidence must be supplied.
9. Applicants should set out the total grant required as no further allowance will be made to cover additional VAT payments. Grant awards will not cover VAT that can be reclaimed.
10. Please do not spend your prospective grant until you have received written confirmation that your application has been approved. Grants will not be made retrospectively.
11. The amount of the award will be at the discretion of the Town Council.
12. If awarded a grant, the Town Council will require an agreement to be signed prior to the funds being released. Where requested by the Town Council, grants will only be paid following receipt of appropriate invoices.
13. Any grant must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change in use of the grant monies. If the grant is used for purposes other than those for which it was awarded, the recipient will be required to repay the grant to the Town Council.
14. All grant recipients are requested to provide the Town Council with a brief report, including photographs where appropriate, of how the grant has been utilised, how it has assisted the organisation or group and what it has achieved. This must be submitted within 3 months of the completion of the project.
15. Recognition of the grant must be made in any publicity about the project to which it has been applied. The Council would welcome an invitation for the Mayor to visit the project and attend any official opening.
16. In agreeing to support a grant, the Town Council does not accept any liability for any circumstances or claim that might arise from the use of such payment.
17. Grants, or any part thereof, not claimed or used within 12 months will be forfeit. Any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded.
18. Please note, the names of successful applicants and the amount awarded will be published and the application form will become a public document when considered by the Council. Personal details will be redacted.

Application Form for Community Grant Scheme

Project Title	
Name of Organisation	
Contact Name	Position
Address	
Email Address	
Telephone No.	Mobile No.
Brief outline of Project	
How much grant money are you requesting?	
What is the total cost of your project?	
Have you included a copy of your organisation's constitution and annual accounts? (Your application will be rejected without supporting documents)	

How will the project benefit the local community?

If successful, how will the grant money be spent? Please be specific and enclose documentation.

How is the rest of the project funding to be raised? Please give details of any other organisation(s) you have applied to or intend to apply to for funding for this project.

If your application is unsuccessful what will happen to your project?

Name(s) of Town Councillor(s) supporting this application:

DECLARATION: I declare that to the best of my knowledge the information contained in this form is accurate and that funds will only be used for the purpose stated.

Signed

Date

For Official Use Only

Approved / Not Approved

Comments

Date