

# WOTTON-UNDER-EDGE TOWN COUNCIL

## **Grants Policy**

*Reviewed Feb 2017, next Review Feb 2019*



### **Deadlines**

Grant applications will normally be considered once yearly in December or, in special cases, at the next suitable meeting of the Town Council. If there are insufficient funds available, they may be considered for the subsequent year's budget meeting to become payable in May the following year.

### **Application Guidelines**

1. Local groups and charitable requests will be considered. These include, amongst others, sports clubs (usually youth sections), brownies/guides/day centres.
2. Applications will not be considered from groups outside the Wotton area unless there is an obvious benefit for constituents.
3. In general, requests must be for specific resources or tasks. There is, however, some flexibility and if a group has specific issues, a generic request will be considered.
4. Accounts are requested with the application – if accounts are not available, a reason should be given as to their unavailability.
5. The form below is to be completed by all applicants.
6. Unless there are special circumstances, ad hoc grant applications will be considered once a year at the December budget meeting. Applications must be received at the Council office by 31<sup>st</sup> October for investigation and consideration in November, with successful groups receiving payment the following May. If more information is required the Applicant will be asked to attend a November meeting.
7. Grant applications for on-going support will also normally be considered at the December budget meeting unless other arrangements have been agreed with the Town Council. Ongoing grant recipients must provide yearly accounts.
8. Successful applicants will be notified in January.
9. Proof of grant being spent for intended purpose is required. Successful grant recipients will also be required to attend the evening Annual Parish Assembly, usually held in Spring, to report briefly on their group's activities.

### **Suitability of Grants**

The Clerk will advise the Council (with further advice from GAPTC if necessary) as to whether the Town Council is acting within its legal powers regarding designated grant uses.

## Wotton-under-Edge Town Council Grants Application Form 2018/19



*Please complete clearly in ink*

<b>Full title of Organisation/Group</b>	
Name and Address of Secretary/Lead contact  Telephone no.: E-mail address:	
Please give details of representative in your Organisation/Group from whom additional information may be obtained if required (if different from above):	
Describe the Aims and Purposes of your Organisation/Group.  <b>How many Wotton Residents does your group currently benefit?</b>	
What is your current annual income? What are your sources of income? What is the sum of cash and deposit funds currently available to your organisation/group? <b>Please provide a copy of your last annual accounts.</b>	
Please explain why your Organisation/Group is applying for funding and the purpose for which it will be used. (Please use 1 additional A4 sheet if necessary.)	
Amount of Funding applied for:	
<p>I hereby apply for a Wotton-under-Edge Town Council grant for the above organisation and I confirm that the information given above is, to the best of my knowledge and belief, correct.</p> <p>Signed.....Date.....</p> <p>Position in Organisation/Group.....</p> <p><b>Check: All boxes completed <input type="checkbox"/> Accounts attached <input type="checkbox"/> Purpose for grant explained <input type="checkbox"/></b></p> <p><b>Completed form and a copy of annual accounts should be sent to:</b>  <b>The Clerk, Wotton-under-Edge Town Council, The Civic Centre, 2 Gloucester St, Wotton-under-Edge, Gloucestershire, GL12 7DN <a href="mailto:clerk@wotton-under-edge.com">clerk@wotton-under-edge.com</a> tel 01453 843210</b></p>	

*Please discuss with the Town Clerk if you do not appear to be able to meet all the above requirements so that we can appropriately advise your organisation as to how we may assist*