

Desborough Town Council

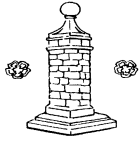
GRANTS AWARDING POLICY

Desborough Town Council has a small budget for the award of grants which are awarded to local groups annually in **May and October**.

Guidelines for Grant Applications

1. It is a condition of any grant application that the activity must bring direct benefit to the residents of Desborough. The Town Council cannot give financial assistance to individuals under this Policy.
2. Grant Aid application forms will be available in **February** of each year. Application forms must be submitted along with the latest set of the group's accounts. The grants will be considered by a Grants Working Party in **April and September**, they will present their recommendations to the Town Council. The actual grant payments will be approved by the Town Council at their **May and October** meetings.
3. National Charities are unlikely to be supported unless it is for a specific project in Desborough where there will be obvious benefit to the Town Council's area.
4. The Town Council will only grant aid churches for town clocks and possibly for environmental purposes. Church Halls can also be grant aided if they are used by the community.
5. Schools will only be grant aided for environmental purposes or, if in the opinion of the Town Council their application is for the benefit of the wider community.
6. At the discretion of the Town Council any organisation or group with permanent bar facilities in operation may be excluded.
7. Grants will not be payable to or for any commercial venture for private gain.
8. The size of any grant awarded is at the discretion of the Town Council and will not normally exceed £2,500.
9. Grant applications cannot be made retrospectively.
10. The Town Council reserves the right to refuse any grant application which they consider to be inappropriate or against the objectives of the Town Council
11. It must be understood that any grant must only be used for the purpose for which it was awarded unless the written approval of Desborough Town Council has been obtained for a change in use of the grant monies, and that any unspent portion of the grant must be returned to the Town Council by the end of the financial year in which it was awarded.
12. Grant recipients are expected to provide a report to the Town Council on how the grant has been spent.

How will Grant Applications be assessed?



Desborough Town Council

1. How well the grant will meet the needs of the community, providing positive benefit to the residents of Desborough
2. How effectively the group will use the grant
3. Whether the costs are appropriate and realistic
4. What level of contributions has been, or will be, raised locally
5. Whether the organisation could reasonably have been expected to obtain sufficient funding from another, perhaps more appropriate source
6. How the organisation is managed as indicated by the constitution /set of rules?

The original document was adopted by Desborough Town Council by resolution on 19th March 2015



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GRANTS AWARD APPLICATION FORM

Please complete this form and return it to the Clerk. Your application will then be considered by the Grants Working Party who will make recommendations to the Town Council at their meetings in June & October.

Name of organisation (e.g. Club/Group)	
Name on bank account (for cheque payments)	
Registered Charity/Charity Number	Yes / No
Contact Name	
Position with the Group	
Contact details	Address Email Telephone
What does your organisation do? Please describe the services/activities it provides and its aims and objectives	
Does your organisation have a constitution or set of rules?	Yes/No*
Number of members in your organisation	
Number of members resident in Desborough	



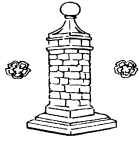
Desborough Town Council

Describe the activity this grant will be used for	
Why is there a need for this activity?	
How will this activity benefit the residents of Desborough?	
What is the total cost of the activity to be undertaken? (breakdown costs into appropriate headings e.g. publicity, equipment, training etc.	
Total income for your Organisation in the last financial year?	
Total amount spent in the last financial year?	
Current unrestricted reserves or savings	

* Delete as appropriate

To be signed by an authorised person within the Organisation e.g. Committee Members, Office holder or Trustee

I have read and noted the Town Council's Grant Application Guidelines relating to this application and agree to abide by the conditions listed if a grant is awarded by the Council.



Desborough Town Council

I agree to provide a report, including photographs, to the Council indicating how any grant awarded has been spent, within two months of completion.

Signed:

Date:

Print name:

Checklist of information:

- Have you answered every question?
- Have you signed this form?
- Have you included a copy of your Organisation's constitution / set of rules? Or explained why not?
- Have you included a statement of accounts for the last financial year (e.g. receipts and payments plus the bank balance)? It is preferable, but not essential, if the accounts have been audited
- Have you submitted any supporting documents? If so, please list them below:

Please return your completed application form to:

Mr J McKechnie, Clerk
Desborough Town Council
47 Station Road
Desborough
Northants NN14 2RS
Tel: 01536 628816
Email: clerk@desboroughtowncouncil.gov.uk

This Grants Awarding Policy was approved by Desborough Town Council at their meeting on **19th March 2015**.

This document was reviewed by Desborough Town Council on 18th February 2016

Signed:
Cllr M Tebbutt, Chairman