

GRANT APPLICATIONS 2024/2025

GUIDELINES AND CONDITIONS FOR APPLICANTS

The Town Council sets aside each year a sum in its budget with a view to providing grants to support local community voluntary organisations and groups. In 2024/2025 this sum is £10,000¹ (individual grants up to a maximum of £1000).

The objective is to support and encourage a diverse range of community activities within Bewdley including those of a sporting and cultural nature as well as those aimed at giving assistance to welfare and charitable concerns.

Grants are limited and can only be made available to those organisations that can demonstrate a need for assistance for activities that fall within the above statement.

The Town Council will consider applications for grants from voluntary groups or charitable organisations meeting within the town boundary or within five miles of the town boundary and having a significant number of parish residents in membership or that will benefit from its service.

The Council's Commitment

Bewdley Town Council recognises that that new community organisations often have difficulty obtaining funding from other sources and so will give special consideration to applications from such groups and will publicise the availability of grant aid via the media, website and publications.

The town council is also committed to equal opportunities aiming to utilise the talents available from the local community, representing society as a whole.

In 2024/2025 the Town Council has set side £1000 of its grant budget specifically for sustainable environmental projects.

1. Grant applications will be considered to fund:

- i) the purchase of equipment either in part or in full;
- ii) unusual transport costs;
- iii) necessary training;
- iv) activities that raise the profile of the town;
- v) a viable group or society experiencing a period of financial hardship;
- vi) a special event or celebration.

2. Grant applications will not be considered to:

- i) support individual activities;
- ii) support a general fundraising appeal;
- iii) support the usual running costs of a group or organisation.

3. Guidance for the Town Council when considering grant applications

- i) Grant applications will be considered by the Finance and Facilities Committee on a six-monthly basis at their meetings in **June** and **November** to recommend the allocation of funding (if any). Further information may be requested as part of the decision-making process and additional time may be required to pre-

¹ Approved budget set at the Extraordinary Town Council Meeting 15 January 2024.

assess the supporting information provided. The final decision to award funding will be made by the Town Council at its meetings in **July** and **December**.

- ii) The applicant may be invited to address the Town Council at the meeting where applications are being considered.
- iii) Grant support must fall within the current budget set aside by the Town Council and the level of funding provided to other applicants during the year.
- iv) The amount of grant will depend on the proposed activity but in usual circumstances will not exceed £1000.
- v) Payments to successful applicants will be made in the month following the Council's decision by BACS.
- vi) Only **one** grant application will be considered in any financial year from **1 April – 31 March**.
- vii) Should applications exceed the allocated budget within the first phase of the scheme then it will make recommendation to the Town Council to withdraw operation of the second phase on the grounds of over subscription. There will be no opportunity during the financial year to increase the budget to continue phase 2 of the scheme.

4. Award Criteria

Each application will be assessed in terms of;

- i) How effectively the organisation/group will use the grant.
- ii) How well the grant will meet the needs of the community.
- iii) Whether the costs are appropriate and realistic.
- iv) Level of contributions raised locally.
- v) If the applicant could have obtained funding from a more appropriate source.
- vi) How the organisation/group is managed.
- vii) How the grant positively benefits residents within the town.
- viii) Whether it meets equality social inclusion and community inclusion aims.

5. Guidance for voluntary groups or organisations seeking grant support

- i) Applications shall be sent to the Town Council Office, Borough House, 6 Load Street, Bewdley, DY12 2AF or by email at deputy@bewdleytowncouncil.org
- ii) Applications to the Town Council shall be made by the group's/organisation's appointed member using the application form provided at pages 4 and 6 of this document;
- iii) Applications shall only be for qualifying activities described in section 1 above;
- iv) Applications must be supported by a bank account in the name of the group/organisation requesting the grant and should funding be approved then payment will only be made into this account. **The Council will not fund an individual or individuals operating in their own names.**
- v) Where a group/organisation is in the process of being formed it can ask an established organisation to accept and administer the grant subject to its approval and that it can satisfy points 5. vii) – viii).
- vi) Applicants must demonstrate that they have a set of rules which govern their operation i.e. a constitution or other formal system of decision making through a committee holding accountability to its wider membership or those for whom it provides services, including what happens to funds if they cease to operate.
- vii) Applicants shall enclose a copy of the statement of receipts and payments as evidence that the expenditure has been incurred, or where it exists its last annual accounts.
- viii) Where it exists, a balance sheet approved at the group's most recent AGM together with copies of bank statements covering the past six months shall be provided.
- ix) Applicants shall provide evidence of any future spending commitments not reflected in the bank statements provided.

- x) If the application is for a specific **project**; full details of that project should be given including an outline of what is entailed and explanation of how and when the project will be completed.
- xi) If the application is for a specific **item of expenditure**; an explanation should be given detailing why the funding is required.
- xii) If the application is for a specific **item of expenditure or project**; the application **must** be supported by a minimum of one quotation.
- xiii) The application must include details of funding that the organisation/group has received or is in the process of seeking funding from other grant awarding bodies;
- xiv) The application should include details of the group's/organisation's own fundraising efforts for the project.
- xv) At the end of the financial year in which receipt of grant funding is received applicants shall provide to the Town Council a report of how the funding has been spent which must be submitted for inclusion in the Town Councils Annual Report. The deadline to receive annual reports for FY2024/2025 is **31 March 2025**.

6. Further Information

- i) Applications cannot be made retrospectively for projects already completed.
- ii) It is expected that grant money will be spent during the financial year of receipt.
- iii) If the organisation dissolves, the Council expects the funds to be reimbursed.
- iv) The grant will be repayable to the Council should the project that the grant was intended for not materialise.
- v) There is no restriction to the number of times an organisation may apply for grant funding, however, the history of previous applications will be considered in the decision-making process. Priority will be given to first time applicants who fulfil the criteria.
- vi) The giving of grant aid in one year does not set a precedent for another year.
- vii) Recognition of grant funding provided by Bewdley Town Council must be made in any publicity and acknowledged on any promotional documents and its annual report and accounts. Grants awarded to organisations/groups must be prepared to participate in any publicity that may be arranged by the Town Council.
- viii) Receipt of grant funding must be acknowledged in writing or by email.
- ix) Evidence must be provided that funding has been used in accordance with the details contained within the application form.
- x) The Town Council must be informed immediately if the organisation/group is experiencing any financial, administrative or managerial difficulties that may prevent the fulfilment of the project or the purchase of goods.
- xi) The Town Council must be informed if there are suspicions that any part of the funding being misused.
- xii) Non-compliance with any of the conditions of the grant may result in a request for all or part of the funds to be repaid.

APPLICATION FOR GRANT AID 2024/2025

Name of the Organisation

Address

Telephone: _____

Email: _____

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|---|--|
| What does the organisation do? | |
| How long has the organisation existed? | |
| Where does the organisation meet? | |
| How many members belong to the organisation? | |
| How many members live within the parish of Bewdley? | |
| Describe the activity or project requiring grant support (Refer to Section 1 qualifying activities i) – vi)) | |
| How much are you seeking from the Council? | |

| | |
|--|--|
| What will be the total cost of the activity or project? | |
| How much will you provide out of your own funds? | |
| How will the activity or project benefit the residents of Bewdley | |
| Please provide, in space below or on separate sheet, any further supporting information relevant to this application | |

What is your Organisation's present financial position?

Please summarise & **attach a copy of your most up-to-date set of accounts and bank statement(s).**

(A more up-to-date statement and accounts may be required before any final decision is made.)

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Have you made an application for a grant to any other bodies? Is so, to whom?

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| |
|--|

Brief details of Organisation's own fund-raising efforts

Signed _____

Print Name _____

Position _____

Date _____

Declaration to be made by the Applicant

- (a) I am authorised by the organisation named above to make this application for grant support;
- (b) The organisation agrees to abide by the Town Council's policy above in connection with any award it makes;
- (c) I enclose the last set of accounts and balance sheet approved at the group's most recent AGM together with copies of bank statements covering the past six months;
- (d) The information I have provided in this application form and in supporting documentation is true and accurate.

Please return completed forms to:

Bewdley Town Council
6 Load Street
Bewdley, DY12 2AF

telephone:
email:
website:

01299 400157
deputy@bewdleytowncouncil.org
www.bewdleytowncouncil