



Nailsworth Town Council Grant Application Form

Context and Guidelines

Nailsworth Town Council (NTC) sets aside money each year for small grants to local people and organisations to support projects that improve or enhance the town. The budget for 2018/19 is £4,000. Further support for local initiatives comes from the Council's Town Services and Marketing budgets.

These Grants are made under the Local Government Act 1972 and should **directly benefit all or part of the Parish of Nailsworth.**

Purpose

The grants programme aims to encourage a diverse range of activities and events. These include but are not limited to:

- quality of life improvements
- recreation, sports and well being
- the arts
- local environment
- neighbourhood communities
- Nailsworth's history

We encourage:

- activities that build the capacity of community groups to support themselves.
- applications where the organisation has obtained match funding from elsewhere or by its own fund-raising
- applications for new activities - and discourage recurrent applications

We will not make grants:

- for completed projects.
- when there is a duty for a government body to fund the activity
- for political activity
- unless all the information required on the application form has been provided.

Process

Anyone can apply. Grants will be made to organisations not individuals. "Organisation" will be generously interpreted - e.g. it would include a small (3 or more people) ad hoc committee.

The grant scheme and the deadline for applications are widely advertised annually including on town noticeboards; the Council website; at the Town Meeting; and in Nailsworth News. The Council wants to give applicants plenty of time to formulate their bids, and to give itself time to assess them carefully, so that the best and fairest use is made of the funding. The schedule for applications, decisions and payment is as follows:

May:	Grant scheme advertised
August 1:	Deadline for submission of applications
August – September:	Clarifications / requests for further information if required
November:	Decisions on applications
April:	Payment of grants



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We recognise there may be occasions when worthy projects cannot meet this timescale, so **exceptionally**, in cases of emergency only, applications will be accepted and considered at other times, normally for small projects only. Applicants must explain clearly why this is an emergency application, and cannot be submitted in the normal cycle.

Applications must:

- be made on the application form;
- provide the additional information required, for example accounts and equal opportunities policies;
- meet the criteria above;
- show a clear financial need for the project.

Conditions

Grant recipients must report back on the success of the project and how the grant has been spent by completing a **Grant Monitoring Form** within 6 weeks of completion of the project.

Grants are funded by and should benefit the people of the town, so they should know how they are spent. Recipients must:

- provide information for NTC, so it can place an item in Nailsworth News / the Council website / other media on completion of the project;
- have a display at the annual town meeting
- give full credit to Town Council in their project and in any media coverage;

Applicants are responsible for ensuring that the project complies with all relevant legislation. Money granted must only be used for the agreed purpose and organisations should submit receipts for any costs with their monitoring form. Any unused money must be returned to Council. Money must be used for the project within one year of the grant being paid.



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Please answer all the questions and return the form to the Council.
Continue on separate sheets if necessary.

Details of applicant and contact information

Title		First Name		Last Name	
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Organisation

Name	
Aims / Purpose)	
Your position in group	

Contact Address

Line 1		Postcode	
Line 2		email	
Town		Telephone	

The project

What is the project name		
Project dates	Start	End
Project aims		
How will the project benefit the town and provide benefit to local people? Please include evidence.		
How many people will benefit ?		
How many people will contribute to the project?		
Will the project involve children and/or vulnerable adults	Yes/No If 'Yes' you must supply appropriate documentation to show you have complied with legislation and other requirements - e.g. DBS form	
Have you applied for an NTC grant before? If so, give details		

The money

How much are you asking for	£
What is the overall project cost	£
How much money have you raised so far? How will you raise the remainder?	
How many volunteer hours will the project use?	

Your Organisation

Please provide the names and contact details of two referees



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1.

2.

Constitution

If your organisation has a constitution, please attach a copy.

If it does not, please briefly explain how new members can join.

Equal opportunities

If your organisation has an Equal Opportunities Policy, please attach a copy.

If not, please confirm that it does not discriminate illegally on grounds of gender, sexuality, race, disability or otherwise.

I am applying for an NTC Grant for the project detailed above. I have read the NTC Grants Policy and believe that this project meets the requirements.

Signed

Dated
