

# Atherstone Town Council



## COMMUNITY GRANT FUND

### GUIDANCE NOTES FOR APPLICANTS AND APPLICATION FORM



## **GUIDANCE NOTES FOR APPLICANTS TO ATHERSTONE TOWN COUNCIL'S COMMUNITY GRANT FUND**

Applications must satisfy the following conditions to be considered for a grant:

### **1 TYPE OF ORGANISATION OR GROUP AND PROJECT OR ACTIVITY FUNDED**

Bids should be made for projects which will be of benefit to the whole community or a specific group whose principal objectives are not those of a single individual. Applications will not be accepted where the benefit is to a single individual.

The project should be of benefit to a significant number of persons living within Atherstone.

Applications will be considered only from "not for profit" organisations.

Applications should be for one-off projects for example purchase of equipment, however applications for revenue costs will be considered if the organisation can demonstrate the adverse effect on the community due to lack of funds. Grants will not be awarded for expenditure already undertaken. In particular projects will be considered that achieve one or more of the following:

- a. address problems of social deprivation, disadvantage etc.
- b. demonstrate a degree of community development/public involvement
- c. impact on crime and disorder
- d. contribute to economic development/tourism
- e. provide services for youth/the elderly
- f. provide or improve sport or cultural activities
- g. improve the physical environment
- h. address problems of climate change and promote a carbon neutral community
- i. promote equal opportunities
- j. demonstrate collaborative working - different agencies working together
- k. demonstrate match funding

Applications will be assessed according to how they satisfy the above criteria. Very few are likely to meet all these but those that can demonstrate a commitment to some of these factors will receive more favourable consideration.

Projects will not be funded if they are eligible for funding from other local authority funding sources, unless there is matched funding and this should be stated.

## **2 TYPICALLY SIZE OF GRANT AWARDED AND DOCUMENTS REQUIRED**

Applications should normally be for sums under £1000. Grants above this figure may be considered. Projects that require on-going funding will only be considered if there is a clear plan of how it will be funded after the initial contribution from the Council's community grant fund.

Applications for over £500 must include the accounts of the relevant organisation or group for a period of one financial year prior to the date of application, and indicate expenditure, income, assets and liabilities, together with funding obtained from other public bodies, if appropriate, and not already supplied.

For applications under £500 supplying of these documents with the application form will considerably assist their application.

Applications must be made in the name of the organisation or community group to which financial assistance is to be granted and be supported by the main officers or leaders of the group.

Applications must be made on the council's community grant fund application form

Where applicable proof of Public Liability insurance will be required.

## **3 TIMING OF APPLICATIONS**

For grants up to £1000 applications are considered twice a year in November and in May and applications should be submitted by the 1<sup>st</sup>.of the month.

For major grants over £1000 applications will be considered in November and should be submitted by the first of the month significant amounts may have to be included in the budget for the subsequent financial year and will be awarded the following April.

## **4 FEEDBACK**

Successful applicants are expected to provide feedback to the Council on the outcome of their project, and must supply a copy of their accounts, supported by receipts, as soon as possible after the event.

The Council must report annually on the total spent on grants and will publicise the groups in receipt of a grant and the use made of the grants.

## **APPLICATION FORMS AVAILABLE FROM**

If you would like to apply for a grant, an application form may be downloaded from the council's web site at [www.atherstone-tc.gov.uk](http://www.atherstone-tc.gov.uk) or apply to:

The Town Clerk,  
Atherstone Town Council  
PO Box 2000  
Atherstone  
Warwickshire  
CV9 1YN

**ATHERSTONE TOWN COUNCIL**  
**COMMUNITY GRANT APPLICATION FORM**

Please read the guidance and application notes before completing the form.

**Closing date for applications in any given year:**  
**November 1<sup>st</sup>. and May 1<sup>st</sup>. for Grants up to £1000**  
**November 1<sup>st</sup> for grants over £1000**

<b>Notes Ref.</b>	<b>Description</b>	<b>Detail</b>
1	Name of Applicant (including address and telephone number)	
2	Project title e.g. purchase of equipment	
3	Description of Project e.g. purpose of equipment	
4	Location of Project	
5	Funding required (please provide an itemized breakdown of how money will be spent, on a separate sheet if necessary)	Total amount applied for £
6	Name of person(s) responsible for the grant if awarded	

7	Cheque payable to whom	
8	Partners (other groups/agencies involved)  Indicate here any other funding agencies (either actual or potential) involved in this project.	
9	What wider community needs does your project aim to fulfil?	
10	Evidence of community need	
11	How will Project meet this need?	
12	Who will manage the project and how will it be monitored for success? (Control of budgets etc)	
13	Timetable for implementation  – approx dates	

14	Have you applied to any other organisation for funding? if you have been successful please give details.	
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**Signature of Applicant**

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Completed forms and any supplementary sheets should be sent to the address below.

Clerk to Atherstone Town Council, PO Box 2000, Atherstone, Warwickshire, CV9

**APPLICATION GUIDANCE NOTES**

1. Name of Group/main contact
2. Project Title This should be brief but clear for e.g. purchase of equipment
3. Description This should state what type of project it is and what it is for e.g. purpose of equipment
4. Location Name of village, or if in a town please give which area of the Town project or group is in.
5. Funding required Indicate total funding required, including a breakdown of how much you plan to spend,- a simple budget (e.g. flooring, re-wiring, administration etc)
6. Names of people responsible for the money Please give the names of all the people that will be responsible for the money and their roles. Please include all those able to sign cheques for the group.
7. Name of Bank/Building Society account Please give the name of the account to which cheques should be made payable. Please note that money cannot be made payable to an individual.
8. Partners. List all groups and agencies involved with the project. If more than one County or District Council Department is involved, please list each one separately. Indicate the lead or principal agency first. Include details of other organizations to which you have applied for funding for this project.

9. Community Needs Please say who will benefit from the project and what problem or need the project would address (e.g. there may be a large number of elderly people who would benefit from improved access to transport facilities)
10. Evidence of Need – The level of need if possible should be quantified e.g. approx number of people who will gain benefit. If possible, say how you know that no other agency has plans to meet the need.
11. How will the project meet this need? Explain how the project will make a difference for those people affected and how it will contribute to the community. What outcomes or results do you anticipate?
12. Project or Group Management Please say who will be responsible for managing the project/group and how you will evaluate success.
13. Timetable for implementation Please explain your timetable for implementing the project. State the plans you have for the period beyond that supported by the Community Grant.
14. Other funding The Town Council may wish to take into account funding already received.

Please check you have included all other documents required as described in paragraph 2 of the Guidance for Applicants.

**Form adopted at the Town Council meeting held on June 17<sup>th</sup>. 2015, and amended at the Town Council meeting of 19<sup>th</sup>. August 2015.**