

Atherstone Town Council



COMMUNITY GRANT FUND

GUIDANCE NOTES FOR APPLICANTS APPLICATION FORM

Approved November 2025
Next Review date November 2028



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 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.

2 TYPES OF GRANTS

The Council operates two separate grant schemes:

- a. The **Small Grants Scheme** is for grants up to £500. Applications for this scheme are considered four times per fiscal year.
- b. The **Large Grants Scheme** is for grants in excess of £500. Applications for this scheme are considered annually as part of the budget setting to be awarded from the following April.

3 SMALL GRANTS SCHEME (up to £500)

Applications for this scheme are considered four times per fiscal year in June, September, November and February. The deadline for applications is the last day of the preceding month i.e.:

- 31st May
- 31st August
- 31st October
- 31st January

The Communications and engagement working group will assess any applications received and provide a recommendation to the full council. If any queries are raised these will be fed back to the applicant to give them a chance to respond before the full council meeting where the final decision will be taken.

Applicants are encouraged to attend the council meeting where the grant award will be decided in case further clarifications are needed. In the event of outstanding ambiguities or queries, grant applications may be deferred to the next quarter.

4 LARGE GRANTS SCHEME (More than £500)

Applications for this scheme are considered once per year as part of the annual budget setting. The deadline for applications is 31st October, and successful grants will be awarded in the following fiscal year (April-March).

5 SUPPORTING DOCUMENTS REQUIRED

Applications for the large grants scheme 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. New or start-up organisations should submit a financial statement containing their proposed budget.

For large grants an itemized breakdown of how the grant will be spent should be provided. Where expenditure on a single item would exceed £500 the applicant should demonstrate that best value has been sought; this would normally be by providing evidence of multiple quotations.

Proof of Public Liability insurance will be required where applicable.

For small grant applications supplying of these documents with the application form is optional but will considerably assist their application.

6 CONDITIONS OF GRANTS

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. Grant payments will only be made by bank transfer to a bank account related to this.

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

Grant recipients are expected to acknowledge the support of the town council in any publicity of the funded activity, for example by using the council's logo, and events should consider inviting the Town Council Mayor.

7 FOLLOW UP

Successful applicants are expected to provide feedback to the Council on the outcome of their project and must complete the Feedback Form as soon as possible after the event, but at the latest within 12 months of the grant being awarded.

For large grants details of actual expenditure should also be provided

Recipients must advise the Council prior to disposing of any resources or equipment funded/part-funded/supplied by the Council as part of a grant application within two years.

The Council reserves the right to reclaim funds not spent in accordance with the approved grant application, left unspent after one year of receipt or in full/partially for breach of conditions.

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.

Failure to comply with any of these requirements will adversely impact on any future grant applications.

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 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:

31st May, 31st August, 31st October, 31st January for small grants (up to £500)

31st October for large grants (over £500)

| Notes Ref. | Description | Detail |
|------------|---|----------------------------|
| 1 | Name of Applicant <i>(including address and telephone number)</i> | |
| 2 | Project title <i>(e.g. purchase of equipment)</i> | |
| 3 | Description of Project <i>(e.g. purpose of equipment)</i> | |
| 4 | Location of Project | |
| 5 | Funding required <i>(For large grants please provide an itemized breakdown of how money will be spent, on a separate sheet if necessary)</i> | Total amount applied for £ |
| 6 | Name of person(s) responsible for the grant if awarded | |
| 7 | Bank account funds should be paid to <i>(name, sort code and account number)</i> | |

| | | |
|----|---|--|
| 8 | Partners (other groups/agencies involved) <i>Indicate here any other funding agencies (either actual or potential) involved in this project.</i> | |
| 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? <i>(Control of budgets etc)</i> | |
| 13 | Timetable for implementation <i>(Approximate dates)</i> | |

| | | |
|----|---|--|
| 14 | For large grant applications, please confirm that copies of relevant accounts/budget, and if relevant public liability insurance are included with this application <i>(optional for small grants)</i> | |
| 16 | Have you applied to any other organisation for funding? if you have been successful please give details. | |

Signature of Applicant

Completed forms and any supplementary sheets should be sent to the address below.
 Clerk to Atherstone Town Council, PO Box 2000, Atherstone, Warwickshire, CV9 1YN
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 bank transfers should be made. 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 5 of the Guidance for Applicants.

If successful please submit your Feedback Form (see Pages 9,10 and 11) as soon as possible after the event.

GRANT FEEDBACK REPORT FORM

Atherstone Town Council Community Grant

It is a condition of Atherstone Town Council Community Grant Fund that a report of how the grant was used is given to the Town Council within twelve months of receipt of the grant.

Therefore, you are requested to fill in this report form and return it to the Town Clerk within twelve months of receiving the grant. If you have not yet spent the entire grant, we are asking you to return this form with an explanation when the money will be spent.

Name of organisation _____

Contact name _____

Date grant awarded _____

Amount awarded _____

Please describe how your grant was used:

What were/are the results so far of your use of the Town Council grant?

How many members/volunteers took part in your project/event?

How many people benefited from your project/activity?

What other funding (if any) was used?

Please name the fund and amount given

Please provide copies of the following:-

- Any publicity you did (if any)
- Photographs of your event/project (if appropriate).

I declare that to the best of my knowledge and belief the information I have given is correct.

Signed: _____

Print Name:

Date: _____

Position held:

Email: _____

Telephone No:

Please return the feedback form (Pages 9, 10 and 11) to:

By Post

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

By Email

clerk@atherstone-tc.gov.uk

This form was reviewed and approved 12th November 2025.
Next review date November 2028