

TETBURY TOWN COUNCIL **Grants Policy**

Deadlines

Grant applications will normally be considered at the next suitable meeting of the Finance & Scrutiny Committee.

Application Guidelines

1. Local groups and charitable requests will be considered. These include sports clubs (usually youth sections), brownies/guides/ cubs/scouts etc. various groups for the elderly and disabled, e.g. Club 77 & day centres etc.....
2. Applications will not be considered from groups outside the Tetbury area unless there is an obvious benefit for constituents.
3. In general requests must be for specific resources or tasks. There is however some flexibility and if a group has specific issues, a generic request will be considered.
4. Accounts are requested with the application – if accounts are not available, a reason should be given as to their unavailability.
5. The form below is to be completed by all applicants.
6. Applicants will be notified as soon as possible of the grant decision. All grants shall be payable as soon as possible after the request is approved, or the following May after receipt of the new Precept if a larger project amount has been requested and approved. Proof of grant being spent for intended purpose is required.
7. To maximise the benefit of the Council's Grants budget across a number of community organisations grants will be restricted to a maximum of £500per request.

Any grant submitted by an organisation seeking a grant in excess of £500, or when the aggregate of previous applications in the same Financial Year by the same applicant exceeds £500 in total, will be referred to the Council for a decision, accompanied by a recommendation by the Committee.

Suitability of Grants

The Clerk will advise the Committee (with further advice from GAPTC if necessary) as to whether the Town Council is acting within its legal powers regarding designated grant uses.

Tetbury Town Council Grants Application Form
Please complete clearly in ink

Full title of Organisation/Group	
Name and Address of Secretary/Lead contact Telephone no.: E-mail address:	
Please give details of representative in your Organisation/Group from whom additional information may be obtained if required (if different from above):	
Describe the Aims and Purposes of your Organisation/Group. How many Tetbury Residents does your group currently benefit? Please provide details of how you are going to evaluate your project including details on anticipated impact on local people and added value to Tetbury.	
What is your current annual income? What are your sources of income? What is the sum of cash and deposit funds currently available to your organisation/group? Please provide a copy of your last annual accounts. If you are unable to provide full accounts due to the nature and size of your organization then TTC will consider small donations of up to a maximum of £100	
Please explain why your Organisation/ Group is applying for funding and the purpose for which it will be used. (Please use 1 additional A4 sheet if necessary.)	
Amount of Funding applied for:	

I hereby apply for a Tetbury Town Council grant for the above organisation and I confirm that the information given above is, to the best of my knowledge and belief, correct.

Signed.....Date.....

Position in Organisation/Group.....

Check: All boxes completed Accounts attached Purpose for grant explained

Completed form and a copy of annual accounts should be sent to:

The Clerk, Tetbury Town Council, The Courthouse, Long Street, Tetbury, Gloucestershire, GL8 8AA
clerk@tetbury.gov.uk

Please discuss with the Town Clerk if you do not appear to be able to meet all the above requirements so that we can appropriately advise your organisation as to how we may assist