

## **Minor Grants Policy and Process**

Funding for minor grants is not guaranteed, being dependent on the funding remaining after the Council's Strategic Grants (to the Youth Club, Dolphins Hall, Citizens Advice Bureau etc) have been paid/committed. Minor grants are intended to provide 'one off' funding for special projects or events, rather than to be an ongoing commitment by the Council. Recipients of a minor grant in one year will be declined assistance the following year.

### **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 and day centres etc.
2. Applications will not be considered from groups outside the Tetbury area unless there is an obvious benefit for Tetbury residents.
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 application form provided 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,
7. Applicants should retain evidence of the grant being spent for the intended purpose.
8. To maximise the benefit of the Council's Grants budget across a number of community organisations grants will normally be restricted to a maximum of £500 per request. Any grant request in excess of £500, or when the aggregate of 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.
9. Minor grants may be applied for only in either of two 'windows' during the year. No other grant funding shall be issued outside this process UNLESS the Council agrees that it is the only possible sourcing of funding for an essential town organisation at risk of ceasing to function OR that an important town event would be at risk without the Council stepping in. This caveat should not be used by applicants who have missed the application window.
  - First window for applying - 1<sup>st</sup> June to 30<sup>th</sup> June – applications to be considered by the Finance and Scrutiny Committee at its meeting in July, with a view to providing recommendations to the Council at its meeting in July;
  - Second window for applying - 1<sup>st</sup> November to 30<sup>th</sup> November – with applications to be considered by the Finance and Scrutiny Committee at its meeting in January, with a view to providing recommendations to the Council at its meeting in January;
10. The Council will assume that it can publicise details of all grants awarded. This publicity includes publishing details in a list of grants awarded by the Council in our Annual Report.
11. As soon as practically possibly after the grant has been paid or the project/activity being funded has taken place the organisation should provide the Council with a one-page report on how it has used the grant and outlining the benefits arising,.

*Policy approved by the Council on 25<sup>th</sup> March 2019*



Has your organisation received a grant from Tetbury Town Council in the last Financial Year, or earlier within the present Financial Year? **YES / NO**

I hereby apply for a grant on behalf of 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  
[townclerk@tetbury.gov.uk](mailto:townclerk@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**