

**ILMINSTER TOWN COUNCIL
GRANT APPLICATIONS – POLICY AND GUIDANCE 2015/16
Approved by Council XXXXXXXX**



1. Ilminster Town Council awards grants annually to *local* organisations who have charitable objectives and operate on a not-for-profit basis. Grants are expected to enable such organisations to develop projects which can clearly demonstrate their direct benefit to the citizens of Ilminster. NB: In this context local means that the organisation is based within the parish of Ilminster or that it provides services / activities for Ilminster residents.
2. Grants awarded through this process are drawn from a limited budget and are intended to attract applications for limited amounts. Grants from Ilminster Town Council are therefore limited to a maximum of £1,000.
3. Applications must be for specific, discrete provision e.g. purchase of a particular piece of equipment; Applications for ongoing assistance or where reliance is placed upon continued grant funding are unlikely to be successful.
4. A grant application should not exceed 80% of the total cost of the project / activity and the grant application should be supported by information on how the balance of funding is being met. The question on the application form seeking information on other sources of fund raising must be completed as the Council would normally expect its grant to support a project rather than to meet its costs.
5. Grant applications will **NOT** be considered from:
 - Private business ventures
 - Other local authorities
 - Any political body
 - Pressure or lobbying groups
6. The Town Council will not make grants to organisations whose accounts are not in good order.
7. Other than in exceptional circumstances the Town Council will not fund:
 - running costs
 - projects which are properly the subject of statutory funding
 - Retrospective applications
8. The Town Council requires any organisation applying for a grant to comply with the spirit and the letter of the law in respect of providing an equal and non-discriminatory service to all eligible for its services. Any evidence that this is not the case will disqualify an organisation from being offered a grant, or if a grant has already been offered will result in the offer being rescinded.
9. Applications must be submitted on the form provided and be accompanied all the relevant documents including financial information.

10. Applications submitted without the required supporting documents will be returned and only considered when **ALL** the required information is submitted.

11. The following documents / information should accompany the grant application form:

- (a) For all organisations which have been in existence for longer than 12 months a copy of the organisation's latest audited accounts and balance sheet must accompany the application. In the case of smaller organisations, a recent income and expenditure statement certified by a qualified accountant must be submitted instead. Where such statements have both been certified, they must be signed by two persons from within the organisation who have been appointed to act as auditors. The statements must show the **total** balance of funds for the organisation.
- (b) a copy of the organisation's constitution or rules
- (c) information that demonstrates the project / activity has been sensibly costed and planned

12. Applications will be considered and decided by the Resources Committee. Members will be provided with a copy of the grant application and supporting documentation. The Town Council may request an organisation to attend a meeting to make a presentation on the work of their organisation and / or their grant application.

Council and Committee meetings are open to the public and there is a section available for public questions.

13. All applicants will be informed in writing of the Town Council's decision regarding their grant application.

14. Organisations who have a grant application approved will be advised of any conditions relating to the grant including that:

- (a) The grant awarded may be used only for the purpose specified and unless reasons are given for the delay which satisfy the Town Clerk, must be used within 12 months of the date of award of the grant.
- (b) Grants are paid only upon receipt of invoices justifying the expenditure. Use of pro forma invoices is acceptable when agreed in advance by the Town Clerk.
- (c) The Town Council reserves the right to withdraw the grant offer or to seek reimbursement as appropriate in the event of an organisation's failure to comply with any-conditions of award.

15. All queries should be directed to

The Town Clerk
Ilminster Town Council
Council Offices
North Street
Ilminster
TA19 0DG

Tel: 01460 52149

Fax: 01460 55642

E-mail: town.council@ilminster.gov.uk



**ILMINSTER TOWN COUNCIL
GRANT APPLICATION FORM 2015/16**

Please Note: Prior to completion of this form please read The Town Council's Grant Policy and Guidelines

1. Name / Title of Organisation

2. Name of person submitting the application.....

Position held in organisation

Address.....

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Tel. No.....

Email.....

3. Full details of project for which a grant is sought: *with emphasis on how it will benefit the citizens of Ilminster*

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4. Total anticipated cost of project £.....
(Please enclose supporting estimates)

5. Amount of grant sought from Town Council and % of total project cost £.....
%

6. Please give details of applications made to other grant making bodies in respect of this project
(eg South Somerset District Council/Lottery. etc)

Date	Organisation	Amount Sought	Granted

7. Please provide details of the contribution that will be made by your organization to the Project.

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8. Has your organisation received a grant from this Council within the last 3 years?

YES/NO If YES, please provide details.

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Please use additional sheets if necessary

Don't forget to include:

- Constitution / rules
- Financial information – accounts
- Evidence project costings are reasonable

Please return the completed form to
 Ilminster Town Council
 Council Offices
 North Street
 Ilminster
 Somerset
 TA19 0DG