

**ILMINSTER TOWN COUNCIL
REVENUE SUBSIDY GRANT APPLICATIONS
POLICY AND GUIDANCE
Agreed By Council 30 July 2013**



1. Ilminster Town Council may award a revenue subsidy grant to **local** organisations who have charitable objectives and operate on a not-for-profit basis. NB: In this context local means that the organisation is based within the parish of Ilminster or that it provides services / activities will benefit Ilminster residents and / or businesses.
2. Monies awarded through this process are drawn from a limited budget and organisations are limited to one application per year.
3. A revenue subsidy grant application should not exceed 50% of the annual revenue cost and the application should be supported by information on how the balance of funding is being met.
4. Grant applications will **NOT** be considered from:
 - Private business ventures
 - Other local authorities
 - Any political body
 - Pressure or lobbying groups
5. The Town Council will not make revenue subsidy grants to organisations whose accounts are not in good order.
6. Other than in exceptional circumstances the Town Council will not fund:
 - Organisations which are properly the subject of statutory funding
 - Retrospective applications
7. 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offered a revenue subsidy grant, or if a revenue subsidy grant has already been offered will result in the offer being rescinded.
8. Applications must be submitted on the form provided and be accompanied all the relevant documents including financial information. .
9. Applications submitted without the required supporting documents will be returned and only considered when **ALL** the required information is submitted.
10. 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) the estimated income and expenditure for the year in which the funding is requested and any relevant information on how the amounts have been calculated.

(c) a copy of the organisation's constitution or rules

11. Applications will be considered by the Finance and Policy Committee who will make a recommendation to Council.

Members will be provided with a copy of the revenue subsidy grant application and supporting documentation. The Town Council may request representatives of an organisation to attend a meeting to make a presentation on the work of their organisation and / or their application.

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

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

13. Organisations who have a revenue subsidy grant application approved will be required to enter into a Service Level Agreement with the Town Council

14. 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
REVENUE SUBSIDY GRANT
APPLICATION FORM 2014/15**



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

1. Name / Title of Organisation
2. Name of person submitting the application.....
 Position held in organisation
- Address.....

 Tel. No.....
 Email.....

3. Please give an overview of the services provided by your organization *with an emphasis on how it will benefit the citizens and / or businesses of Ilminster*

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4. Total anticipated annual running costs £.....
 (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 organisation
 (eg South Somerset District Council/Lottery. etc)

Date	Organisation	Amount Sought	Granted (yes / no)

Resources Committee, 9th June 2015, Agenda No5

7. Please provide details of how your organisation will be raising money to meet running costs e.g. charges for services fundraising events.

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8. Please provide details of how your organisation will seek to reduce the level of revenue subsidy grant required in future years

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9. Has your organisation received any type of grant funding from Ilminster Town 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

Please return the completed form to

Ilminster Town Council, Council Offices, North Street, Ilminster, Somerset, TA19 0DG

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