

**(see separate front page)**

# **GRANT AWARDING POLICY**

## **Contact Details:**

Town Clerk  
Irthlingborough Town Council  
Council Offices  
Station Road  
Irthlingborough  
Northamptonshire  
NN9 5SN  
Tel: 01933 650866  
E-mail: [\*\*irthlingboro.tc@btconnect.com\*\*](mailto:irthlingboro.tc@btconnect.com)

**Adopted by Irthlingborough Town Council on \_\_\_\_\_**

## IRTHLINGBOROUGH TOWN COUNCIL

### GRANT FUNDING TO LOCAL ORGANISATIONS

Irthlingborough Town Council will consider applications from voluntary groups, charitable organisations and community organisations.

Funds are allocated annually to provide grants to cultural, sporting and community groups serving the Irthlingborough community.

### COUNCIL AIMS

- To enable local people to participate in voluntary groups and activities.
- To help voluntary groups in the town to improve effectiveness.
- To ensure the provision of services, needed by town residents, via the voluntary sector.
- To support organisations which meet the needs of people experiencing social and economic difficulties.
- To ensure that there is equality of access and opportunity for all town residents to the services it provides and funds.
- (Town Council defines a voluntary group as a non-profit making organisation, set up and run by a voluntary, unpaid management committee.)

### TOWN COUNCIL CRITERIA

- Grants will not be awarded to individuals.
- The award must be used for the purpose for which the application was made.
- To qualify for an award the applicant must be able to demonstrate that any funding from the Town Council will benefit the town, or residents of the Town.

- Grants are made only to organisations or clubs meeting the needs of residents of Irthlingborough.
- Grants are made only to non-profit making organisations or projects.
- Applicants should apply to all other relevant statutory bodies and show evidence of their own fund-raising.
- All applicants must provide annual accounts and a copy of the group's constitution to support their application. Balances held by the organisation will be taken into consideration when deciding levels of grant aid.
- Grants will not be made to cover money already spent.
- The Town Council will not fund activities that it considers to be the responsibility of a Statutory Authority.
- Applications from schools for an activity that takes place within the school day will not be considered.
- Organisations will be required to return grant funding should they close, or if a project or services funded by the Council, is not satisfactorily provided.
- Groups will be required to acknowledge the Town Council's support in annual reports.

#### TIMETABLE FOR APPLICATIONS

- Applications must be submitted by 31<sup>st</sup> October for consideration in the following year's budget.
- Applicants will be informed of decisions by 31<sup>st</sup> December.
- Grants will be available from April for successful applicants (subject to any special conditions).
- Approved grants will then be valid until the end of the financial year following the approval. If not taken up by 31<sup>st</sup> March following approval, the grant will be withdrawn and reapplication necessary.

Adopted \_\_\_\_\_

# **IRTHLINGBOROUGH TOWN COUNCIL**

## **APPLICATION FOR GRANT**

1. Name and address of Organisation:

2. Daytime Telephone No:

3. Contact Name, Address and Telephone No. (if different from above):

4. Position held in Organisation:

5. a) How many members are there in your Organisation?

b) What percentage lives in Irthlingborough?

6. Total cost of Project:

**7. Please provide details of the project and the amount of grant requested.**  
(You should explain clearly and simply the purpose for which the money will be used, enclosing drawings if appropriate). Continue on a blank piece of paper if necessary.

**8. Have you applied for a grant in respect of this project to any other organisation (including Local Authorities)? Please give details of to whom and for how much.**

Amount	Date of expected Decision
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**9. Have you applied to this Council for assistance before? If so, please give details:**

YES/NO

**10. Is your Organisation:** (please tick as appropriate)

- a) A registered charity?
- b) A limited company?
- c) An unincorporated self help group?
- d) A branch of a National Organisation?
- e) Other (please specify).....

**11. Please attach the following information:-**

- a) Your Organisation's latest audited accounts
- b) A copy of your Organisation's constitution together with a list of Officers.
- c) A copy of your last annual report where available
- d) A copy of the most recent bank statement
- e) Copies of any estimates available. (If the grant is approved these will need to be seen before funds are released. Three estimates are required for works in excess of £2500).

**12. Please provide or attach any additional information that may assist the Council in reaching its decision.**

This grant aid application should be signed by **two** members of your Organisation's Committee, one of whom must be the Chairman, Honorary Secretary or Honorary Treasurer.

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We confirm that the information given in this application is accurate and that the Organisation undertakes to inform Irthlingborough Town Council of any changes in the Organisation's circumstances that would affect this application.

We confirm that any grant awarded by the Council will be spent only on the purpose for which it was given.

Signed: (1)..... (2).....

Position in Organisation:

(1)..... (2).....

Date: ..... Date: .....

Submission of this form constitutes acceptance of the above statements.

Please return to:

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Council Offices  
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Northamptonshire  
NN9 5SN