



## **CARTERTON TOWN COUNCIL GRANT AID GUIDANCE NOTES**

### **WHO CAN APPLY?**

The Council welcomes applications from community groups and associations and voluntary organisations which operate or exist within the Carterton area, provided you are committed to the community. Applications are welcome from:

- residents groups,
- community groups/committees,
- forum groups,
- amateur sporting clubs and arts associations,
- charitable organisations providing direct service within the Council's area,
- other special interest groups.

The Council will **NOT** accept applications from:

- private business ventures,
- other local authorities,
- individuals
- groups seeking support for their own self-interest or a political body or a pressure group.

### **WHAT PROJECTS WILL THE COUNCIL SUPPORT?**

The Council must be able to ensure that your project makes a difference to the quality of life of people living within the Carterton area. Therefore your project must deliver public benefit and promote one or more of the Council's principles:

- civic pride,
- community identity/self reliance,
- maximising and encouraging use of community facilities,
- health and wellbeing,
- environmental enhancement,
- recreation and leisure.

### **HOW MUCH CAN YOU APPLY FOR?**

There is no maximum figure but most grants awarded are in the range of £500 to £1000.

### **MATCHED FUNDING REQUIREMENT?**

Preference will be given to those applicants who have secured matched funding from other sources (either grants or fundraising).

## **FINANCIAL HEALTH AND RESERVES**

The Council will not make grants to organisations which it believes are not in good financial health or whose financial management systems are not in good order.

The Council may consider not awarding a grant to voluntary and/or community organisations which hold balances greater than twelve months operating costs.

## **WHAT THE COUNCIL WILL NOT FUND**

The Council will not normally fund:

- Projects that do not meet with the Council's aims and objectives for promoting community development
- Retrospective costs
- Projects which are properly the subject of statutory funding

The Council will not award a grant which:

- Directly replaces statutory funding
- Might lead to a statutory body withdrawing funding in the future
- Subsidise the costs of a service which is provided or paid for by a statutory body.

## **ADDITIONAL REQUIREMENTS**

The Council must ensure that grant money is properly targeted to legitimate organisations. Therefore you will be required to provide the following at the time of application:

- A constitution or set of rules which demonstrate your organisation/group is legally constituted and is eligible to receive a grant to pursue the planned or existing project or initiative.
- **Annual accounts/audited statements and/or forward budgets for the relevant year.** For new organisations/groups a detailed balance sheet showing full operational costs together with a Business Plan.
- A brief description of the project indicating how it will make a positive contribution to the community, demonstrating that it has been sensibly costed and planned.
- Undertake when offered a grant, to comply with the Council's terms and conditions, monitoring, evaluation and reporting requirements.
- Include the name and/or crest of the Town Council in any relevant publicity.

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