



Nailsworth Town Council Grant Policy and Application Form

Policy, Context and Guidelines

Nailsworth Town Council (NTC) sets aside money each year for small grants to local people and organisations to support projects that improve or enhance the town. The budget for 2022/23 is £4,000. Further support for local initiatives comes from the Council's Town Services and Marketing budgets.

These Grants are made under the Local Government Act 1972 and should **directly benefit all or part of the Parish of Nailsworth.**

Purpose

The grants programme aims to encourage a diverse range of activities and events. These include but are not limited to:

- quality of life improvements
- recreation, sports and well being
- the arts
- local environment
- neighbourhood communities
- Nailsworth's history

We encourage:

- activities that build the capacity of community groups to support themselves.
- applications where the organisation has obtained match funding from elsewhere or by its own fund-raising
- applications for new activities - and discourage recurrent applications

We will not make grants:

- for completed projects.
- when there is a duty for a government body to fund the activity
- for political activity
- unless all the information required on the application form has been provided.

Process

Anyone can apply. Grants will be made to organisations not individuals. "Organisation" will be generously interpreted e.g. it would include a small (3 or more people) ad hoc committee.

Grants are decided quarterly. The grant scheme and the deadline for applications are widely advertised annually including on town noticeboards; the Council website; at the Town Meeting; and in Nailsworth News. The Council wants to give applicants plenty of time to formulate their bids, and to give itself time to assess them carefully, so that the best and fairest use is made of the funding. The deadline for applications is as follows:

Grant application deadline: 1 January	Decision: End of January Council meeting
Grant application deadline: 1 April	Decision: End of April Council meeting
Grant application deadline: 1 July	Decision: End of July Council meeting
Grant application deadline: 1 October	Decision: End of October Council meeting

Applications must:

- be made on the application form



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- provide the additional information required, for example accounts and equal opportunities policies
- meet the criteria above
- show a clear financial need for the project

Conditions

Grant recipients must report back on the success of the project and how the grant has been spent by completing a **Grant Monitoring Form** within 6 weeks of completion of the project.

Grants are funded by and should benefit the people of the town, so they should know how they are spent. Recipients must:

- provide information for NTC, so it can place an item in Nailsworth News / the Council website / other media on completion of the project
- have a display at the annual town meeting
- give full credit to Town Council in their project and in any media coverage.

Applicants are responsible for ensuring that the project complies with all relevant legislation. Money granted must only be used for the agreed purpose and organisations should submit receipts for any costs with their monitoring form. Any unused money must be returned to Council. Money must be used for the project within one year of the grant being paid.



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Your Organisation

Type of Organisation e.g. registered charity, CIC, community group, club, business

Please provide the names and contact details of two referees

1.

2.

Constitution and Governance

Please provide a copy of your governing document. E.g. constitution, articles of association, group, club or association rules

If it does not, please briefly explain how new members can join and any fees or restrictions on membership.

Equal opportunities

If your organisation has an Equal Opportunities Policy, please attach a copy.

If not, please confirm that it does not discriminate illegally on grounds of gender, sexuality, race, disability or otherwise.

Bank details

Account name

Bank account number

Sort code

Treasurer's contact details (if different from the applicant)

Email:

Name:

Phone number:

I am applying for an NTC Grant for the project detailed above. I have read the NTC Grants Policy and believe that this project meets the requirements.

Name of person completing form:

Date:
