



## **MINEHEAD TOWN COUNCIL GRANTS' POLICY AND APPLICATION FORM**

### **1. WHAT IS A GRANT AND WHO IS IT FOR?**

Minehead Town Council has a budget for the award of Grants. The Council can only award Grants by using certain powers under Section 137 of the Local Government Act 1972. This allows the Council to award Grants to community organisations, schools and other local groups and is a power specific to the activity for which the Grant is sought, such as Grants to a sports club or a music festival. In other cases, it may decide to use this power to award a Grant where it feels that to do so will benefit residents or the area.

**1.1 A Grant is any payment made by the Council to be used by an organisation or a group to enhance the life or community of the town for a specific purpose which is not directly controlled or administered by the Council and should fit with the Town Council's priorities.**

1.2 As Minehead Town Council is funded by its local residents, the aim of the Town Council's Grant Scheme is to promote a vibrant community in Minehead. The Town Council recognises and supports the valuable contribution made by volunteers to the wellbeing of the community. It provides financial support for community organisations working for the benefit of residents, with the intention of improving the range of services and activities to the community.

1.3 Grants budgets are set and agreed annually as part of the Council's budget setting process.

1.4 Grants may be applied for any amount between £100 and £500. Grants are generally awarded quarterly in April, July, October, and January.

1.5 The Council reserves the right to reject applications or award less than the amount requested.

1.6 The Committee will take into account any previous Grant made when considering a new application.

1.7 Grants will not be awarded retrospectively for costs incurred in the past. Grants can only be applied to future funding requirements.

1.8 Grants will not be awarded for capital projects; operational costs; salaries or remuneration; payments of any kind to individuals; bodies which are companies limited by shares or limited liability partnerships.

1.9 Grants will only be awarded for specific projects which have a start and end date within the current budget year of April 1 to March 31.

## **2. WHO CAN APPLY FOR A GRANT?**

2.1 Applications will only be accepted from voluntary, charitable and/or not-for-profit organisations.

2.2 The organisation should be a properly constituted, non-profit making voluntary body and should be wholly based in Minehead or Alcombe, or be able to clearly demonstrate that it will provide a direct benefit to the residents of Minehead and Alcombe.

2.3 The organisation must provide, or propose to provide, an activity or service that is clearly for the benefit of all or some of the community.

2.4 When applying for a Grant, an organisation must provide a written Constitution that has been formally adopted by the members of that organisation, or a similar document of agreement between individuals where their association is less than formal.

2.5 The organisation is required to have a bank account in its own name with a minimum of two authorised signatories, and to provide their most recent three (3) months' bank statements and accounts for the preceding 12 month period. If you are unable to provide the above documentation please explain why.

2.6 The organisation will be required to submit an application along with supporting paperwork. Following its receipt the application will be considered at the next appropriate Committee meeting.

2.7 Only one application may be made from any organisation in a Grant year (runs from 1 April until 31 March). Repeat and/or annual applications are not encouraged.

## **3. WHO CANNOT APPLY FOR A GRANT**

3.1 The Council is prevented by statute from giving financial assistance to individuals, charities operating overseas or to a fund established to help persons outside the UK.

3.2 Applications will not be considered from organisations intending to support or oppose pressure groups; religious groups; political parties / groups / organizations or to discriminate on the grounds of race; age; gender; sexuality; disability or religion.

3.3 Applications will not be considered from any business.

3.4 Applications will not be considered from 'upward funders' e.g. local groups whose fund raising is sent to their central headquarters for redistribution or donated to other organisations.

3.5 Applications will not normally be considered from national or international organisations or from local groups with access to national or international 'umbrella' or 'parent' organisations, unless funds are not available from their national/international bodies, or the funds available are inadequate for a specified project.

## **4. HOW ARE GRANTS APPLIED FOR?**

4.1 Applications should be made to the Council Offices, 3 Summerland Road, Minehead TA24 5BP. The application pack can be downloaded from the Minehead Town Council website [www.mineheadtowncouncil.co.uk](http://www.mineheadtowncouncil.co.uk)

4.2 Applicants must complete the application form which must be submitted with the relevant supporting documentation to the Town Clerk, Minehead Town Council, 3 Summerland Road, Minehead, Somerset, TA24 5BP, or by email to [clerk@mineheadtowncouncil.co.uk](mailto:clerk@mineheadtowncouncil.co.uk)

## **5. WHAT HAPPENS NEXT?**

5.1 On receipt, applications will be sifted by the administrator to be considered at the next appropriate Committee meeting and recommendations made for decision at the following Full Council meeting. Under exceptional circumstances applications may be considered outside this schedule at the discretion of the Committee.

5.2 Applicants may make a brief presentation to Council to support their application. To do so please contact the Town Council at least 7 days in advance of the Committee meeting, dates of which are published on the Council's website.

5.3 Within 7 days of the Full Council meeting the applicant will be advised whether the Grant application has been successful and when it will be paid.

5.4 All grants will be paid by cheque or online payment and will only be made payable to the organisation's bank account and not to an individual.

5.5 Following completion of the project for which a Grant was awarded, the Town Council will require accounts which specifically itemise how the Grant was used, and a short report on the outcome of the project.

5.6 Any payment issued must be used by the end of the Financial Year in which it is issued (i.e. 31 March); no Grant award may be carried over to the next financial year.

5.7 Minehead Town Council reserves the right to reclaim the Grant in the event of it not being used for the purpose specified on the application form.

5.8 Any unused Grant money must be refunded to Minehead Town Council within 60 days of the project's end.

5.9 Organisations that receive a Grant will be required to acknowledge Minehead Town Council's contribution on promotional literature or other publicity media.

## MINEHEAD TOWN COUNCIL GRANT APPLICATION FORM

**(Please complete this form in black ink to enable it to be photocopied).**

If you need assistance completing this form, then please contact The Town Clerk, 3 Summerland Road, Minehead, Somerset, TA24 5BP

Tel: 01643 707213 or e-mail [info@mineheadtowncouncil.co.uk](mailto:info@mineheadtowncouncil.co.uk)

Name of Your Organisation:	
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Correspondence address:	
Post Code:	

### **Name and address of person making the application.**

Name:	
Position:	
Address:	
Post Code:	
Email:	
Tel No:	

What does your organisation do, and how does it benefit the residents of Minehead?

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When was your organisation formed:	
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Is your organisation a registered charity	YES	NO
If yes, Charity Number:		

Is your organisation part of, or affiliated to, any national organisation?	YES	NO
If yes, please give details		

Does your organisation receive funding from any national organisation?	YES	NO
If yes please give details		

Does your organisation have a constitution?	YES	NO
If yes, please provide a copy with your application.		

Where does your organisation meet?	
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How many members does your organisation have?	
Minehead Residents	Non-Minehead Residents

<p>If your organisation is not membership based, please give details of the number of people you work with or provide services for and how many are resident in Minehead.</p>

What are your present charges/subs/fees	
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<p><b>Your Project</b>  Briefly describe the project or purpose for which you require a Grant. How will it benefit the community or residents of Minehead? Is it for the benefit of your members or the wider community? Is it aimed at a particular group within the community? Proposed project completion date? (Please continue on a separate sheet if necessary)</p>

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What is the amount of the Grant that you are seeking?	£	
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Please provide a copy of your most recent three (3) months' bank statements, most recent annual accounts along with a budget for the project for which you are seeking a Grant.

Have you received or applied for funding from other sources in respect of this project?

YES/NO (Please delete as appropriate) If yes, please give details:

Name of funding organisation	Amount Applied for	Amount Committed	Amount Received	Guarantee Against Loss?

**Declaration**

I declare that I have read and accept the information pack and that I have answered all the questions fully and truthfully. I also declare that any Grant made to my organisation will be used solely for the purpose outlined in this application. I agree to refund the Grant to Minehead Town Council in the event of it not being used for the purpose specified.

If the Grant is awarded, I agree to acknowledge Minehead Town Council funding on promotional literature or other publicity media.

I accept that the Town Council cannot be held responsible or liable for any incident which may occur either at an event or with an item purchased as a result of a Grant.

I understand that the Town Council reserves the right to publish on its web site the names of the organisations that have been awarded Grants and the amounts awarded.

I agree that any unused Grant monies will be refunded directly to Minehead Town Council within 60 days.

Signed ..... Date 20

Position .....

**Checklist**

Please check that you have included the following with your application:

Completed Application Form	
Bank Name	
Payee Name	
Sort Code	
Account Number	
Copy of Annual Accounts	
Copy of Organisations most recent three (3) months' bank statements	
Copy of Organisations Constitution	



**FOR OFFICE USE ONLY**

<b>Date of receipt:</b>		
<b>Received by:</b>		
<b>First application?</b>	<b>YES</b>	<b>NO</b>
<b>If NO:</b>		
<b>Previous application(s) successful?</b>	<b>YES</b>	<b>NO</b>
<b>Date(s) of previous successful application(s):</b>		
<b>Does application fit the Council's Grant criteria?</b>	<b>YES</b>	<b>NO</b>
<b>If NO explain why?</b>		
<b>If YES:</b>		
<b>Has the applicant provided all required documentation?</b>	<b>YES</b>	<b>NO</b>
<b>If NO: request applicant provide required information within one week.</b>		
<b>If YES: Inform applicant that the application is to be decided at next appropriate Committee meeting.</b>		
<b>Grant awarded:</b>	<b>YES</b>	<b>NO</b>
<b>If NO, Give reason for rejection:</b>		