



**Weston-super-Mare
Town Council**

Weston-super-Mare Town Council

Grant Applications for Small and Voluntary Organisations

Process for Grant Applications

1. The Community Services Committee, at which applications are discussed, normally will consider grant applications three times in any financial year.
2. Applications may be made by post or online using the form on the Town Council's website
3. Applications which are not received at least three weeks prior to an appropriate meeting may not be considered.
4. There is no upper or lower figure set for the amount of any grant aid, but generally they will be restricted to a maximum of £1,000.
5. The organisation will receive notice of the outcome of their application within three weeks of the meeting having taken place.
6. The Council reserves the right to request further information before making a decision

Eligibility for Grant

7. To be eligible for grant aid the applicant organisation must be a charity or non-profit making body and must be one that is in some way benefits the local community
8. Applications will not be accepted from:
 - a. Bodies which are companies limited by shares or limited liability partnerships.
 - b. Local authorities and bodies owned or controlled by them;
 - c. Religious organisations – unless the application clearly demonstrates benefit to the wider community irrespective of religious affiliation
 - d. Political organisations – unless the application clearly demonstrates benefit to the wider community irrespective of political affiliation
 - e. Individuals seeking financial backing
9. Applications will not be considered from “upward funders”, i.e. local groups whose fundraising is sent to the central headquarters for redistribution.
10. Applications will not be considered from groups whose purpose is to redistribute funds as grants to or sponsorship of other organisations or individuals.
11. Grants will not be made retrospectively.

Content of Grant Applications

12. The organisation applying must submit a trading account and balance sheet for the last financial year, including existing bank/building society statements.
13. Organisations just starting up must submit basic financial information to the satisfaction of the Town Council.
14. The organisation should give a clear justification of why it needs grant aid.
15. Applications must include an indication of what percentage or number of members/beneficiaries are residents of Weston-super-Mare.
16. The organisation must supply evidence of any application made (whether granted or not) for financial backing from other sources and of the outcome.

Criteria for Determination of Grant Applications

17. All applications which meet the eligibility and content requirements will be decided by elected members of the Council using their discretion, taking into account the following criteria:
- a) Is the organisation one either based in the civil parish of Weston-super-Mare (including Worle and Uphill) or serving a significant proportion of residents of the town?
 - b) What benefit does it provide to the town and its inhabitants?
 - c) Would there be a significant adverse effect on the town if the applicants were unable to continue or were hampered by lack of funds?
 - d) How much resource does the organisation have in total, and how much money is in its balance sheet/bank balance?
 - e) Is there a more appropriate source of funding the organisation should be directed to, thus relieving the demand on the Town Council's resources?
 - f) Have other sources of funding been secured or are they being sought for the project?
 - g) Has the organisation received similar grant funding in recent years?
 - h) Is the organisation a new start up?
 - i) Is the application for grant to cover salaries or staff costs?

Conditions of grants awarded

- 18. The Town Council will request a receipt from the organisation for any donation received.
- 19. The organisation must on request provide feedback on the outcome of any venture grant aided by the Town Council.
- 20. In the event of a project/scheme/venture not preceding the donation should be returned to the Town Council for redistribution to another organisation.
- 21. Recognition of the Town Council's support must be given on all printed and electronic material produced by the organisation.
- 22. If requested, the organisation must be able to provide receipts, invoices and other evidence to the Town Council of how the donation was actually spent.
- 23. If the grant is £1,000 or above then a report must be submitted to the Town Council following the use of the funds.

5. Has the organisation previously been granted monies by the Town Council

Date.....

Value.....

Date.....

Value.....

6. Have you applied for grants from elsewhere? (Please list)

7. Specific purpose for which grant is sought.

8. Amount of financial assistance sought. £.....

If applicant is successful, to whom should the cheque be made payable.

9. General and specific comments in support of your application.

Signed..... Dated.....

On behalf of
(Organisation).....

IT IS IMPERATIVE THAT A SET OF ACCOUNTS AND LATEST BANK STATEMENT IS ATTACHED IF YOUR GRANT APPLICATION IS TO BE CONSIDERED

Grant application forms to be returned to Weston-super-Mare Town Council, Grove House, Grove Park, Weston-super-Mare, Somerset. BS23 2QJ: