



## **Weston-super-Mare Town Council**

### **Grant Applications for Weston in Bloom Grants**

#### **Objectives of fund**

1. To promote activities that contribute to the town and its wards become a cleaner and greener place to live and work protecting and enhancing the environment.
2. To promote activities which aim to ensure the town of Weston-super-Mare and its wards prioritise its residents' health and wellbeing.
3. To encourage residents of Weston-super-Mare to make positive and impactful changes to their local environment through flora, horticultural, environmental and community action.
4. To promote activities which bring people together and help to tackle social isolation.

#### **Proposed outcomes – what success looks like**

The success of your project would be understood by using the following four criteria:

1. Number of beneficiaries (participants and audiences) engaging in the activity (grant holders will be required to collect and submit audience evaluation data following the event).
2. Climate Impact – Reduction in behaviour or activities detrimental to the environment and residents (for example litter, vandalism, noise pollution, grant holders will be required to provide well documented before and after photos of the project)
3. Encouraging horticulture in an urban environment – (for example, bringing floral displays to a neglected alley way in their ward or re wilding, grant holders will be required to provide well documented before and after photos of the project)
4. Develop a project which could be entered into the in Bloom "It's Your Neighbourhood Awards" each year as part of the wider Weston in Bloom initiative.

#### **Process for Grant Applications**

1. The Grants and Governance Sub Committee, at which applications are discussed, will consider grant applications up to four 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. The maximum grant award to be allocated by the Grants and Governance Sub Committee is £500, a grant of this value would be for an exceptional and larger project. Any grant over this amount would be required to be viewed by the Finance and General Purposes Committee. Due to budgets available most grants ideally should not exceed £250.
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 must be an established community group or organisation, 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, to include bank details and evidence of set up.
14. The organisation should give a clear justification of why it needs grant aid.
15. 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**

16. 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. Will the floral display/works described be in Weston-super-Mare (including Worle and Uphill)?
  - 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**

- 17. The Town Council will request a receipt from the organisation for any donation received.
- 18. The organisation must on request provide feedback on the outcome of any venture grant aided by the Town Council.
- 19. In the event of a project/scheme/venture not preceding the donation should be returned to the Town Council for redistribution to another organisation.
- 20. Recognition of the Town Council's support must be given on all printed and electronic material produced by the organisation.
- 21. 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.
- 22. If the grant is £1,000 or above, then a report must be submitted to the Town Council following the use of the funds.
- 23. Successful candidates must be able to provide before and after images, and any evaluation required to demonstrate the success of the project.
- 24. By accepting funding from the Town Council, you agree to become part of the "In Bloom" community, and are open to getting involved in future local projects.

## **WESTON-SUPER-MARE TOWN COUNCIL**

### Weston in Bloom Grant Scheme – Application Form

This application form is necessarily general in nature and not all questions are appropriate to all organisations. However, all organisations should attempt to use the form to indicate the type of activities they are engaged in and to demonstrate financial need. If parts of the form are felt to be inappropriate a detailed case can be made under (9).

#### **Form of Grant**

The scheme is not intended as even a partial substitute for fund raising by local organisations. The scheme is intended to assist organisations where fund raising is difficult or who are just commencing activities.

Grant Guidelines attached please read carefully.

#### **Requirements/details**

1. Name and address and telephone numbers of organisation and responsible officials.
  
  
  
  
  
  
  
  
  
  
2. Purpose and activities of organisation.
  
  
  
  
  
  
  
  
  
  
3. Specific purpose for which grant is sought and full description of location where monies awarded will be spent.

4. How many people living in Weston-super-Mare will be directly engaged in this project/activity? Details of how many of your members are from Weston-super-Mare would be helpful.

5. Please describe how your project/activity will meet the objectives and proposed outcomes of the fund (detailed above)?

6. Details of additional fund raising activities/efforts to be made to raise funds.

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

Date..... Value.....

Date..... Value.....

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

9. Amount of financial assistance sought. £.....

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

10. 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 [development@wsm-tc.gov.uk](mailto:development@wsm-tc.gov.uk)