



Ashbourne Town Council

Application for Funding Policy

Reviewed April 2023

Ashbourne Town Council on

Signed(Mayor)



ASHBOURNE TOWN COUNCIL

Introduction

ASHBOURNE TOWN COUNCIL APPLICATION FOR FUNDING POLICY AND APPLICATION FORM.

INTRODUCTION

As well as managing its own expenditure Ashbourne Town Council can give financial support to other groups and bodies for the benefit of the Town in the form of Community Grants to help local people run projects that are for the benefit of the people of Ashbourne.

This Policy Document outlines Ashbourne Town Council's application and decision process and conditions following a successful application.

It must be stressed that Ashbourne Town Council is not obliged to grant any or all of the monies applied for. All applications will be considered on their merits and with due regard to the Council Budget, noting that all grants will end up as part of a Precept charged to residents in their Council Tax bill.

WHO CAN APPLY?

- We can award grants to groups, organisations or projects that will be of benefit to the local area or community. The Council cannot give support to individuals, profit making or commercial organisations.
- Groups should be constituted. This means that you must have a bank account with at least two independent signatories as well as governing document/list of governing members and a set of rules.
- If you a group of people coming together for the first time to apply for a grant for a particular project, you should consider setting up a constituted group. Derbyshire Council for Voluntary Services (<http://ddcvs.org.uk>) can help with this.

WHAT TYPE OF PROJECTS CAN GET A GRANT?

We encourage applications from local groups carrying out projects and activities that fulfil local needs and have a direct impact on the community and our visitors, such as:

- Buying and hiring equipment
- Hiring a venue
- Materials for your project
- Publicity costs
- Projects that are run by and for local people
- Projects that fulfil local needs and have a direct impact on the community

We would like to ask that, where possible, you support local businesses by spending your grant locally.

WHEN CAN WE APPLY?

The Council will consider applications at the Finance Committee in February, June and October, applications must be received three months in advance of the committee meeting for it to be considered.

HOW TO APPLY

You must apply using the form in Appendix 1, available from the Council offices in the Town Hall or from our website and provide all relevant supporting documentation.

Note - In order to fully understand your project or activity we may wish to undertake a 'site visit' if appropriate.

HOW MUCH CAN I APPLY FOR

Local groups and applicants can apply for small projects and Ashbourne Town Council will pay on invoice or pro forma from the supplier or providers.

WHAT HAPPENS IF MY ORGANISATION REQUIRES A LARGER CONTRIBUTION

Organisations requiring a larger contribution must meet with Ashbourne Town Council to fully explain the project and to request the support of the Council, the funding will most likely be sought from the following years precept, therefore applications of this nature would need to be submitted by 30th September for it to be included in the Town Council's annual budget process. This type of request would need the organisation to be constituted, have a bank account and provide proof of additional funds available for the project.

Evidence of sustainability of the project for up to 5 years will also be required, the Town Council would need to be reassured that the organisation has the funds to complete the project. The organisation must display advertising material that the project has been supported by Ashbourne Town Council.

WHAT HAPPENS NEXT?

We will acknowledge your application, informing you as to when it will be considered by Council. Should we require any further information, you will be contacted at this stage.

HOW WILL THE GRANT BE PAID?

Payment method will depend on the nature of the project, the size of your organisation and the amount we are paying to you. We might choose to pay into your nominated bank account or make payment directly to your supplier.

WHAT CONDITIONS ARE ATTACHED TO A SUCCESSFUL APPLICATION?

All grants are subject to the following conditions. Failure to meet any of these conditions may result in a request for the return of the grant and will exclude the organisation from applying in the future.

- Ashbourne Town Council retains the right to reclaim, at any time, all or part of the money awarded if it is not spend for the purpose it was granted.
- Ashbourne Town Council retains the right to reclaim any asset purchased from the awarded money which is no longer being used for the purpose of the grant.

- The organisation must inform Ashbourne Town Council immediately if it is unable to accept or comply with any of the grant conditions.
 - The grant award will be used for the specific purpose for which it was granted.
 - No asset purchased from the awarded money will be sold or transferred without prior agreement with Ashbourne Town Council.
 - The support will be recognised as a one off award and does not imply a commitment from Ashbourne Town Council to any future funding.
 - The award will be recorded in the organisation's accounts/cashbook Bank book/Bank statement/inventory which will be made available for inspection by Ashbourne Town Council if required.
 - The organisation will provide receipted invoices if requested by Ashbourne Town Council where awarded money is used to purchase goods or services.
 - The Ashbourne Town Council Logo will be supplied in black and white and colour and should be used in any publicity about the project.
 - The organisation agrees to co-operate in any monitoring of the benefits and use of the grant.
 - Ashbourne Town Council will not be made responsible for any action of the organisation or anyone acting on its behalf.
 - The organisation will recognise and support Ashbourne Town Council's commitment to safeguarding the environment, equal opportunities, and diversity and will endeavour to ensure that the project does not have a detrimental impact.
 - The organisation will report back to the Annual Parish Meeting detailing on how the funds have been spent.
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APPLICATION FOR COMMUNITY GRANT

You may use a separate sheet of paper to submit any other information which you feel will support this application:

About Your Group

<p>Please note that your completed application form will be shared with Councillors, submission of the form indicates your permission for this.</p>	
<p>Organisation Name</p>	<p style="text-align: center;"><i>Registered Charity No (if applicable):</i></p>
<p>Project Name / Purpose of Grant</p>	
<p>Who can we contact to discuss this application</p>	<p style="text-align: center;"><i>Contact Details</i></p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p> <p>Email: _____</p> <p>Tel: _____</p>
<p>If you are running an existing activity please describe briefly what you already do and how long you have been running.</p>	<p style="text-align: center;"><i>Please specify if you undertake regular activities and what they include.</i></p>
<p>Have you applied to the Town Council for a grant for this organisation before?</p>	<p style="text-align: center;"><i>Please give brief details</i></p>

About The Project You Would Like Us To Help Fund

Describe the activity you wish to do	<i>Be specific: what you will do, how you will do it and what you will be spending the grant on.</i>
What benefits do you expect from your project? <i>and how have you identified a need for your project</i>	
Who & how many will benefit from the project?	<i>And how many of those who will benefit are residents of Ashbourne</i>
How will you know that your project has been successful?	
How will you ensure your project will continue to benefit the community in the future?	<i>How will you carry on after the grant has been spent?</i>
Total Cost of Project	
Amount of Grant Requested	
Other funding sources: <i>(please provide as much detail as possible)</i>	<i>Funds Raised/Promised</i>
When will the Project take place?	<i>Begin and end date(s)</i>
What will the grant pay for?	<i>Please provide a breakdown of costs</i>

Information from most recent accounts, if applicable	Year ending: Total (gross) income £ Total expenditure £ Balance at year end £ Savings (reserves etc) £
<p><i>It is preferred that you supply a statement of your current financial position, including <u>all</u> financial reserves. Please attach a copy of latest accounts, balance sheet and budget to your application.</i></p> <p><i>Note if your organisation is newly formed and you do not have the above please supply a copy of your most recent bank statement.</i></p>	

On behalf of the organisation, I confirm that the information in this application is correct and that the organisation is not established or conducted for profit.

In the event of a grant being awarded I also undertake that the organisation will abide by the conditions of the grant and will inform Ashbourne Town Council of any change in circumstances that would effect this application.

Signature of Applicant Date:

Name & Position in Organisation:

PLEASE NOTE: If any false declaration is knowingly made, Ashbourne Town Council will take legal action to recover any monies granted.

GRANT CONDITIONS

By submitting this application you agree to abide by the conditions set out below:

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Your form and any additional information should be returned to:

**Assistant Town Clerk, Ashbourne Town Council, Town Hall,
Ashbourne, Derbyshire DE6 1ES**

or emailed to: enquiries@ashbournetowncouncil.gov.uk

For office use only

Date received	Date to Cttee	Decision Y/N	Amount of grant	Date awarded