



# Wem Town Council

## Community Grant Applications

Wem Town Council operates a community grant scheme, with criteria, terms and conditions as detailed below. The aim of the grant scheme is to ensure that public funds are used in ways that assist local clubs, societies and organisations to enable them to develop and achieve their respective aims and objectives where these benefit the town and the local community.

### 1. Who can apply?

The Council encourages applications from local community-based 'not-for-profit' or charitable organisations, e.g. voluntary groups, societies, clubs (including new start-ups), sports clubs, youth clubs and playgroups. Groups within the Town Council's area may apply; those outside the Town who can demonstrate direct benefit to the residents of the town will be eligible to apply for consideration by the Council. All organisations applying for a grant must;

- be of a non-commercial nature,
- have a constitution, set of rules or documented aims and objectives,
- have a bank account with at least two signatures.

The Town Council cannot give financial assistance to individuals under this scheme nor will it consider retrospective applications where the activity or project has already been carried out.

### 2. What can the grants be used for?

The purpose for which the grant is made must be in the interest of all or some of the inhabitants of Wem.

The Town Council prefers to consider applications for assistance with capital funding needs rather than revenue costs (wages and salaries etc.). However revenue funding, if agreed, may be time limited and should not therefore be budgeted by any organisation on an annual basis.

The Council considers applications on the following basis:

- How well the grant will meet the needs of the community.
- How effectively the organisation will use the grant.
- Whether the costs are appropriate and realistic.
- Level of contributions raised locally.
- Whether there are more appropriate streams of funding for the organisation.
- How the organisation is managed.

### 3. How and when should an application be made?

All applications are to be made on the Town Council's grant application form which can be obtained direct from the Town Council or downloaded from the website. Applications for funding must be received by **4pm Friday 6<sup>th</sup> January 2017** for consideration at the January meeting of the Town Council. Payment of grants will be made in payment in April/ May.

Along with the application form applicants are required to submit

- A copy of the organisation's constitution, set of rules or statement of aims and objectives.
- Copies of audited or independently examined accounts for the last year.
- Supporting evidence of the cost of the project. Evidence could include: estimates (more than one) or receipted invoice.

If you are unable to provide any of the information listed above please contact the Town Council for advice.

Organisations are advised to take a photocopy of the completed application form for their own reference.

### **1. General criteria – these apply to all Community Grant Applications:**

- Each application to be considered on its merit; the amount of grant will be at the discretion of the Town Council, but will not exceed **£1000**.
- The grant can only be used for the purposes stated in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose of the application.
- The Town Council will endeavour to treat similar projects equitably.
- The Committee will take into account any previous grant made to an organisation or group when considering a new application.
- No grant will be awarded to or for any commercial venture for private gain.
- Successful applicants must be prepared to participate in any publicity required by the Council.
- The Council will require within six months a brief outline of the benefits to the community of the grant. Failure to provide a report may result in non determination of any future application. The application must include your most recent audited accounts and constitution. No application will be considered without supporting financial information.
- Organisations are responsible for ensuring that they comply with all legal and statutory requirements relating to the proposed project to be funded.
- Should for any reason the organisation disband during the period of the grant the Council may ask for all or part of the monies to be paid back.
- Organisations can normally only make one application per year, though exceptions can be made.

Should any of these conditions not be met it could result in the grant being withdrawn, the grant having to be repaid and future grant applications being refused.

**If you require any help filling in the application form or have any questions please do not hesitate to contact the Town Council.**