



## **BOROUGHBRIDGE TOWN COUNCIL**

### **Small Grants to Organisations Terms & Conditions**

Boroughbridge Town Council has a small amount of funding that it makes available to local voluntary and community groups each year. The Town Council is willing to consider all requests for funding but stresses that projects funded must benefit some or all of the parish residents and will benefit them commensurate with the expenditure. All applications will be considered on their individual merits. The final decision on assessment of applications and the level of any award offered lies with the Town Council.

#### **Eligibility**

Before a grant can be offered an organisation must show that:

- It is a properly constituted organisation. Any affiliations to regional/national bodies should be noted.
- Its financial position is such that the grant is essential to the project.
- It has investigated other sources of funding.

#### **Conditions**

- If the grant is put to purposes other than those for which the grant was awarded without the prior approval of the Town Council, the recipient organisation shall be required to repay the grant.
- The organisation shall supply such information as the Town Council may request regarding the impact of the project on the parish of Boroughbridge, Aldborough and Minskip and/or its inhabitants.

#### **Amount of Grant**

- Applicants will be required to meet a significant proportion of the estimated costs of the project.
- In determining the level of grant to be awarded the Town Council will take into account the organisation's resources, location, type of intended benefit, contributions from other funding bodies and the total cost of the project.

#### **Application**

- Completed application forms should be forwarded to the Town clerk at 1 Hall Square, Boroughbridge, North Yorkshire, YO51 9AN or e mailed to The Town Clerk at [info@boroughbridge.org.uk](mailto:info@boroughbridge.org.uk)
- An acknowledgement of receipt will be sent, if requested.
- All applications will be considered at the first full Council meeting following the application or sooner by exception

#### **Payment**

- Cheques will be made payable to the organisation and not any one individual (as named overleaf)
- Clear indication of how the grant has been spent will be required



**BOROUGHBRIDGE TOWN COUNCIL**

**Grants to Organisations**

**Application Form**

*If you have difficulty completing this form please contact the Town Clerk for assistance*

**1 Name of Organisation** .....

**2 Contact** (to whom all correspondence will be sent)

**Name** ..... **Position** .....

**Address** .....

.....

**Post Code** ..... **Tel:** .....

**3 Describe the role of your organisation, and the work it undertakes for the benefit of the inhabitants of the parish of Boroughbridge, Aldborough and Minskip.**

*(N.B. Applications are eligible only from organisations whose work is of benefit to the inhabitants of the parish)*

**4 Approximately how many residents of the parish of Boroughbridge, Aldborough and Minskip benefit from the services of your organisation?**

**5 Approximately how many residents of the parish of Boroughbridge, Aldborough and Minskip are members of your organisation?**

**6. What is the total cost of the project/event?**

- 7 How much grant are you seeking and how will the balance be funded?
- 8 Give full details of the purpose for which the grant is required, with financial details of the proposed scheme and/or funding requirement.
- 9 Give details of any grants received from Boroughbridge Town Council in the past 4 years  
None
- 10 Give details of any grants received from other sources in the past 2 years  
None
- 11 Is your organisation making bids to other funding sources? YES / NO  
If 'Yes' give details
- 12 Please give the bank account name (i.e. the payee) to which any grant cheque awarded should be made payable
- 13 **Declaration:** I declare that the information given on this Application Form is true to the best of my knowledge and belief

Signed..... Position in Organisation .....

Date .....

**Notes:**

- a. All questions on this form must be answered, otherwise your application will not be considered
- b. All applicants must include a summary sheet of the organisation's accounts, which provides details of all balances held. A financial summary form is attached, but you may use your own more detailed format if you wish.
- c. Any organisation which receives a grant will subsequently be required to submit financial details showing how the grant has been used. If receipts cannot be provided the Council may demand that the grant be returned.
- d. Copies of this form and accompanying papers will be included on the Council agenda and discussed by Council in the presence of the Press and Public.