



1 HALL SQUARE, BOROUGHBRIDGE, NORTH YORKSHIRE, YO51 9AN

www.boroughbridge.org.uk info@boroughbridge.org.uk

Tel: 01423 322956

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

- Grant aid will only be offered on projects where the Town Council has the legal power to spend.
- 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, YO519GA
- An acknowledgement of receipt will be sent, if requested.
- All applications will be considered at the first full Council meeting following the application.

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 Person (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?

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. Continue on a separate sheet if necessary.

9 Give details of any grants received from Boroughbridge Town Council in the past 4 years (date and amount of grant)

10 Give details of any grants received from other sources in the past 2 years (date and amount of grant)

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.

Grant Application to Boroughbridge Town Council Financial Summary

Name of Organisation

Receipts and Payments for the year ending

RECEIPTS	Amount
Subscriptions	
Donations	
Grant aid	
Fundraising events (give full details)	
Other (give full details)	
TOTAL RECEIPTS	
Opening Balance at / /	

PAYMENTS	Amount
Employees	
Professional fees	
Volunteers' expenses	
Energy charges	
Rents	
Rates	
Equipment	
Telephone/postage	
Insurance	
Other (give full details)	
TOTAL PAYMENTS	
Closing Balance at / /	