



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

**Boroughbridge Town Council
Small Grants to Organisations
Terms & Conditions**

1. Introduction

For each financial year, Boroughbridge Town Council, mindful of its responsibilities in the spending and management of public money, allocates a specific amount of money to be made available as grants or donations to local organisations.

A total sum of money shall be set-aside in the budget each year for such grants and donations. The budgets are set in November for the following financial year starting in April. The amount of money may vary from year to year and is dependent on the Council's other financial commitments. Check the council's webpage for what can be available and further information

Grants and donations will be awarded for the benefit of the community of Boroughbridge by supporting organisations and projects which help to improve safety, recreation, education, community pride, sports, art & culture or improving the long-term wellbeing of residents. All applications will be determined by the Town Council at a Full Town Council Meeting and will be assessed on its own merits. Applications may be submitted for amounts up to £300.

2. The following criteria must be followed:

- The organisation or project must bring a direct benefit to the residents of Boroughbridge. All applications must clearly demonstrate how this will be achieved.
- The organisation must confirm the total number of their members and the number of members who are residents of Boroughbridge Parish (Aldborough / Minskip)
- The organisation must be either non-profit, charitable, voluntary or community.
- Grants will only be considered for:
 - Capital cost of new or improved facilities or equipment
 - Providing a public service
 - Initial funding for new activities
- An organisation should have a bank account in its own name.

- Only one grant may be made in each financial year to each organisation.
- Applications from health, education or social services will be considered where there are benefits to the wider community and the project is in addition to statutory services.
- Grants will only be awarded for forthcoming or ongoing projects – not retrospectively.
- Organisations seeking funds for buildings must demonstrate a reasonable security of tenure in the relevant property.
- The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for, and evidence of expenditure should be supplied to the Council as requested. If the Town Council is not satisfied with the arrangements, they reserve the right to request a refund of the monies awarded.
- Ongoing commitments to award grants or subsidies in future years will not be made.
- A fresh application will be required each financial year
- Any grant must only be used for the purpose for which it was awarded, unless the written approval of the Council has been obtained for a change in use of the grant monies, and that any unspent portion of the grant must be returned to the Council within 2 months of the date the approval of change of use was given.
- The group or organisation receiving the grant will acknowledge the contribution from the Town Council in any publicity material, website or press release.
- The Town Council may make the award of any grant as it considers appropriate in the event of any unforeseen urgent event.
- The Council reserves the right to refuse any grant applications which it considers to be inappropriate or against the objectives of the Council.
- In the event of the Town Council receiving more requests for funding, in any one financial year, than there are budgeted resources available, it will fund only those to which it assigns the highest priority.
- Donations to Registered Charities in response to a general fundraising appeal may be considered if there is a benefit to the residents of Boroughbridge , Minskip & Aldborough
- Nothing contained herein shall prevent the Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137 or the Localism Act 2011.

3. Grants WILL NOT be awarded for:

- Private organisations operated as a business to make a profit or surplus.
- Costs of routine maintenance and repair of equipment (unless in exceptional circumstances).

- Salary or routine administration costs.
- Loan repayments.
- Individuals (except where an organisation provides help for needy individuals belonging to or using the organisation).
- Hospitality.
- Projects with party political links.
- Projects which discriminate on the grounds of age, gender, sexual orientation, race, or religion.
- Services which should be provided by statutory funding.
- Buildings that are uninsured.
- Organisations with substantial unallocated resources.
- Rent or hire charges.

4. Process

- Application forms can be obtained from the Town Council Clerk. Applicants must complete the form in full and provide any additional information to support its application.
- Grant applications will only be considered if submitted in writing, with all supporting documentation, including a copy of the organisation's latest set of accounts, latest bank statement and the organisation's constitution or terms of reference.
- Applications must be emailed to the clerk by the last Friday of the month to be considered at the next full council meeting which falls on the first Tuesday of the month.
- Only one application per year can be submitted, the council reserve the right to ask for additional information for applications, which may result in a delay of decision.
- The council may decide to issue a grant lower than the amount requested
- Organisations will be notified via email the week following the council meeting to advise whether the request has been successful.
- Payments will be made by bank transfer the month after the meeting when the decision was made.

5. Following receipt of your grant

- a) The grant monies must be spent within 12 months following approval of your application.
- b) Following completion of your project or within 3 months of spending the grant monies, you must write a short report to the Council explaining how the monies were spent and how your project has progressed and provide documentation as evidence of spend.

- c) Any grant money unspent within 6 months, a progress report must be provided to the parish council, explaining the reasons for the delay.
- d) Subject to council consideration, full or partial return of the grant money awarded may be requested. If requested, your group is expected to make the payment within 4 weeks of the council's notice.
- e) If applicants intend not to spend the money within 12 months, then prior written approval must be sought before the end of this period.

All decisions are at the absolute discretion of Boroughbridge Town Council

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

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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?

6

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

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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	PAYMENTS	Amount
Subscriptions		Employees	
Donations		Professional fees	
Grant aid		Volunteers' expenses	
Fundraising events (give full details)		Energy charges	
		Rents	
		Rates	
		Equipment	
		Telephone/postage	
		Insurance	
Other (give full details)		Other (give full details)	
TOTAL RECEIPTS		TOTAL PAYMENTS	
Opening Balance at / /		Closing Balance at / /	

