

# STROUD TOWN COUNCIL

## SMALL GRANT APPLICATION - GUIDELINES & CONDITIONS FOR APPLICANTS

### OBJECTIVE

The objective of Stroud Town Council's Small Grants Programme is to support and encourage a diverse range of youth and community activities, initiatives and events that meet the needs of Stroud Parish residents. We particularly look at supporting activities that build the capacity of community groups to support themselves.

To achieve this we provide grants to organisations up to £500. Organisations requiring larger funding need to make an application to the Community Support Fund. Applications must be received no later than 3 weeks before the relevant Committee meeting. Decisions over support are made by the Town Council's Finance, Community and Policy committee, within about 3 months (depending on our schedule of meetings).

### The Council will:

1. assist in a one-off way (e.g. in supporting, say, an elderly persons luncheon club, the Council would avoid helping with day to day cost but may consider a grant towards the cost of purchasing crockery and cutlery),
2. not enter into open ended agreements,
3. consider being a secondary source where another prime agency with special expertise exists (an example would be an application from a Youth Club for a project which has gained the support of the County Youth Service),
4. not become a source of income for bodies which otherwise would be provided for by statutory agencies,
5. encourage applicants to also apply to other Parishes if the proposal benefits residents of those Parishes as well as Stroud Town residents,
6. only pay cheques to recognised or known organisations. (new organisation can ask an established organisation to accept and administer the grant, please include their written approval, or ask for the cheque to be made out to a Venue if appropriate e.g. The Subscription Rooms),
7. consider applications more favourably if the organisation receives match funding from other agencies or from their own fund-raising. (A grant decision can be made in principle, subject to the receipt of match funding),
8. not provide additional small grants to groups who are already being funded by the Town Council.

### The Applicant should:

1. explain how the grant will be used,
2. be an organisation, rather than an individual. This can be as simple as an ad hoc committee of at least 3 members,
3. not seek to benefit any of its members financially nor be involved only in self promotion,
4. as an organisation, be open to new members, if appropriate, who agree with their principles,
5. give as much relevant financial detail as possible, both about your application and your organisations annual income and expenditure,
6. indicate the full scope of the projects and details of the group(s) who will benefit from the grant. Please note that the grant has to benefit the people of Stroud Town rather than non- residents or just the members of your organisation,
7. if practical, have an Equal Opportunities Policy (a sample one is available from the Town Council),
8. have regard to the Council's Environmental Policy. A copy is available from the Council office,
9. submit only one application per meeting.

### Other Conditions:

1. Full credit must be given to Stroud Town Council in programmes, advertising, etc. Under normal circumstances applications for events should be made a minimum of 3 months before the event.
2. A report back confirming the use of the grant and the success (or otherwise) of any project supported, must be given within 2 months of any event or financial year end.
3. In order to safeguard the best interests of its parishioners, the Town Council reserves the right to investigate any activity which they agree to support and if necessary take action to recover any money that has not been spent according to the application.
4. 'Grants for events':
  - applicants must include a breakdown of anticipated income and expenditure, including grants and donations,
  - accounts for the event must be submitted within 20 days,
  - repayments required must be made within 30 days of the event.
5. Event organisers should consider whether Public Liability Insurance is required.

Please address applications to: **The Assistant Town Clerk, Stroud Town Council, Thanet House, 58 London Road, Stroud GL5 2AD / [council@stroudtown.gov.uk](mailto:council@stroudtown.gov.uk)**. Please enclose as much information as possible, to enable the committee to come to a decision more quickly.

# **STROUD TOWN COUNCIL**

## ***POLICY ON REPAYMENT OF SMALL GRANTS FOR EVENTS***

As part of its small grants expenditure, Stroud Town Council is prepared to support some events for which tickets are for sale to the public. It will do so to provide a degree of financial underpinning, so that a varied programme will be available to residents. The grants are not intended to contribute to the organisations' fixed costs, nor - for charity events - to enable the organisations to provide contributions towards charities.

### ***Policy***

Stroud Town Council will offer small grants to income/fund raising events on the basis that the grant is to underwrite potential loss up to an amount specified by the Town Council. If a surplus is made that surplus must be used to repay the grant.

### **Process**

- Grants can cover items such as the rent of premises, which the Town Council will underwrite up to a specified amount subject to surplus/loss on the event.
- In cases where the Town Council awards a grant upfront for costs that have to be met before the event e.g. publicity, the organisers must sign an agreement to repay the money if the event makes a surplus.
- Accounts must be submitted to the Town Council within 20 working days of the event taking place and must show expenditure directly for the event, and all income from/for it including donations and grants.
- Repayment must be made within 30 working days of the event.
- If the recipient fails to provide acceptable accounts or to repay the required amount within the period stated the Town Council will not consider further grants until the situation has been rectified.

Updated April 2012

## STROUD TOWN COUNCIL – SMALL GRANT APPLICATION FORM

1) Name and address of Organisation	
2) Main activity of Organisation? (include literature if appropriate and latest set of accounts)	
3) Have you read and agreed to the Grant Guidelines and Conditions, in particular repayment of grant?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4) Amount of grant being applied for	£.....
5) Specify how you intend to spend the grant (please use additional sheet of paper if necessary)	
6) How is your organisation constituted? e.g. a registered charity, a limited company (by shares or by guarantee), an association (simple organisation with agreed ground rules)	
7) Do you have a constitution or rule book, etc.?	<input type="checkbox"/> Yes (please attach a copy) <input type="checkbox"/> No - How are decisions made and how do new members join?
8) Do you have an Equal Opportunities Policy?	<input type="checkbox"/> Yes (please attach a copy) <input type="checkbox"/> No - Does your organisation undertake not to discriminate on grounds of gender, sexuality, race, colour, creed and disability? Please explain:
9) Are you a membership organisation?	<input type="checkbox"/> Yes (please attach details i.e. how many officers, who membership is open to, joining fees, etc.) <input type="checkbox"/> No

<p>10) Should your application be successful, name of organisation/account to whom cheque should be made payable</p>	
<p>11) If your organisation is new or not known to the Council, please provide at least one reference (e.g. an officer of an established organisation).</p>	
<p>12) If the grant is for an event on what date will it take place?</p>	
<p>13) Has your organisation made a previous grant application? If yes:</p> <p>a) in which year(s) was the application(s) made?</p> <p>b) amount of grant(s) applied for</p> <p>c) amount(s) awarded</p>	<p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>14) We certify that the above particulars are true and correct. (To be signed by 2 authorised members of the organisation)</p>	<p>Please complete in BLOCK CAPITALS</p> <p>Name .....</p> <p>Position held.....</p> <p>Address.....</p> <p>.....</p> <p>Telephone.....</p> <p>Signed ..... Dated.....</p> <p>Name .....</p> <p>Position held.....</p> <p>Address.....</p> <p>.....</p> <p>Telephone.....</p> <p>Signed ..... Dated.....</p>
<p>15) Additional Information</p>	

**Please ensure you read the guidelines fully and take care in completing the form. In particular please complete the section describing the purpose of the grant and not "see attached".**