

# Application for Grant Aid



## Personal Details of Applicant

Name of organisation: <a href="#">Click or tap here to enter text.</a>	
Address:  <a href="#">Click or tap here to enter text.</a>	Contact name: <a href="#">Click or tap here to enter text.</a>
	Contact telephone no: <a href="#">Click or tap here to enter text.</a>
	Contact email address: <a href="#">Click or tap here to enter text.</a>
<p>In submitting this application, I confirm that it is put forward with the full knowledge and approval of the submitting organisation, and agree that its contents may be made available to the public and that the application and any communications relating to it may be stored in a computerised system.</p> <p>I confirm that I have read the “Notes for Grant Applications” document. I have enclosed the organisation’s most recent set of accounts and, where appropriate, a statement providing details of how grants made previously have been spent and a statement of support from the Council’s representative on the Management Committee</p>	Signed: <a href="#">(Online applications will not need to be signed if sent from the email address above)</a>  Name: <a href="#">Click or tap here to enter text.</a>  Position in organisation: <a href="#">Click or tap here to enter text.</a>

### How the information in this application will be used:

The first two pages of this application will be included in a public Council agenda, together with the organisation’s accounts and any further information (other than this page) submitted in support of the application. It will also be stored within the Council’s computer systems and published on its website. As part of a public record, the information will be stored indefinitely.

The information on this page will not be included in the public agenda, nor published on the Council’s website. It may, however, be stored within the Council’s computer systems and may need to be disclosed if required by legislation. As part of a public record, the information will be stored indefinitely.

Whilst the form above requests an address, telephone number and email address, you are only required to provide sufficient information for the Council to contact you with any queries in advance of the application being considered and to let you know the outcome.

## Notes for Grant Applications

Stone Town Council has a sum of money which is available for local organisations to bid against for grant aid. In order to ensure that these funds are distributed as fairly and effectively as possible, the Council has determined a set of guidelines against which applications will be considered. These guidelines are set out below.

### Qualifying Criteria

In order to be considered for a grant from Stone Town Council, applicants must be a properly constituted organisation and meet the following conditions:

1. They provide a service or services which benefit the residents of the Town Council's area.
2. They must not be political or primarily a lobbying organisation.
3. They have fully completed the Council's application process by the advertised deadline, which will include:
  - a. Completion of the standard application form,
  - b. Provision of the most up to date set of accounts for the organisation available at the date of the application deadline, where applicable,
  - c. Details of how any grants provided to the organisation in previous years have been spent.
  - d. Where the Council appoints a member to the organisation's management committee or similar body, a statement of support from that member in relation to the grant application.

### Limits on the Level of Grants Available

In order to consider competing demands fairly, the Council will expect to award grants only at the July and February meetings of its General Purposes Committee, though it may be prepared to vary this in cases of extreme emergency.

The Council will aim to distribute grants widely, and to those applicants presenting the greatest need. To this end, other than in very exceptional circumstances, grants will be awarded:

1. Up to a maximum of £500 per organisation in any financial year.
2. To organisations holding less than 12 months' net expenditure (excluding grants) in reserves. The definition of reserves in this case excludes reserves which are legally earmarked to specific spending and cannot be used to support the proposals for which grant aid has been sought.

Where an application would exceed these limits, organisations are still invited to apply to the Council, but will need to explain in the "exceptional request" section of the application form why the Council should treat it as an exception. Similarly, any emergency applications for meetings other than July and February should complete this section to explain why the request would not wait until the following meeting.

### Application Process

In order to be considered at the July or February meetings, fully completed applications will need to be received at the Council's offices at 15 Station Road, Stone, ST15 8JP no later than three weeks in advance of the published date of the meeting.

Applications can also be emailed to [clerk@stonetowncouncil.gov.uk](mailto:clerk@stonetowncouncil.gov.uk) in Microsoft Word or Adobe Acrobat (.pdf) format. Copies of the form in either format are available on request to this address, and can be downloaded from the Council's website at [www.stonetowncouncil.gov.uk](http://www.stonetowncouncil.gov.uk).

For further help and information please contact the Town Council at the above address, or telephone 01785 619740.

Grant recipients should note that whilst they are welcome to acknowledge any grant from the Town Council, the payment of a grant does not create a partnership and the organisation still retains full responsibility for their activities.