

Application for Grant Aid



Name of organisation:	
Purpose of organisation:	
Amount of grant requested:	Total cost of project (if appropriate):
Reason for grant request:	

Benefits to Stone residents:

Other sources of funding secured or being explored (with amounts where known):

Is this an "exceptional" request (see notes)? If so, please explain why the Council should treat it as an exception:

Grants awarded by the Council in the last two years, and the uses made of the funding:

Statement of support from Council appointed representative (if applicable):

Application for Grant Aid



Personal Details of Applicant

Name of organisation:	
Address:	Contact name:
	Contact telephone no:
	Contact email address:
<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>	<p>Signed:</p> <p>Name:</p> <p>Position in organisation:</p>

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

To be considered for a grant, an organisation must be properly constituted and meet the following additional criteria:

- Non-commercial and not predominantly funded via taxation,
- Not a political or primarily a lobbying organisation,
- Provide a service or services which benefit the residents of the Town Council's area,
- Be Stone based, or a Stone branch of a larger organisation (though applications may be considered from organisations outside the area undertaking a project which predominantly benefits Stone and who undertake to use any funding provided by the Council exclusively in Stone).

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 exceptional circumstances.

Grants will normally be awarded:

- Up to a maximum of £500 per organisation in any financial year.
- To organisations with an annual turnover less than £100,000 who hold less than 12 months' turnover in reserves. Reserves in this case excludes those 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 applications for meetings other than July and February should complete this section to explain why the request could 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 by the advertised deadline – usually around three weeks in advance of the published date of the meeting.

Organisations must have fully completed the Council's standard application form and include with the application:

- The most up to date set of accounts for the organisation available at the date of the application deadline,
- Details of how any grants provided to the organisation in previous years have been spent.
- 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.

Applications can also be emailed to 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.

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 encouraged 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.