

# SEAHAM TOWN COUNCIL

## Application for a Grant – 2019/2020



### **CONTACT DETAILS**

Name of Group/Individual

Address

  
.....  
.....

Contact Person:

Title (Miss/Mrs/Ms/Mr)	First Name:	Tel. No:
Surname:	Position held in Group:	

### **AIMS AND PURPOSE OF YOUR COMMUNITY GROUP**

Is your charity organisation a registered charity? If so please give number below.

If you are not a registered charity you must enclose a copy of your constitution.

What does your community group do?

How many people are in your group?

### **ABOUT YOUR PROJECT**

Project Title

Briefly describe your project so we know how our grant would be used.

Why does your local community need this project?

How many people will benefit from this project and how many are residents of Seaham?

## **ABOUT YOUR PROJECT**

What is the total cost of the project?

(You must attach a budget breakdown)

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How much are you applying to us for?

£
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Who else have you asked to fund this project? Please state the amount(s) requested and whether the funds have been secured. If total cost of project is more than the grant, how will the residue be financed?

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You **must** include an up to date statement of your group's financial position (a copy of your latest accounts or a treasurer's report). If you are holding substantial reserves, you must provide an explanation as to why the project cannot be supported from your own funds.

## **DECLARATION**

If a grant is awarded we require you to provide the following bank details:

Acc Name:
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Sort Code:
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Account Number:
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Building Society Roll No.
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We are authorised to submit this application on behalf of the group and certify that the information enclosed is correct. We understand that there is no appeal procedure should this application be rejected. If Seaham Town Council give a grant we agree to use it only for the purpose given and according to any conditions specified. We understand that within six months after payment of a grant, we are expected to provide Seaham Town Council with a report on the progress of this project and how the money had been spent.

Signature: (Person submitting this form)	Date:
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## **CHECKLIST**

It is essential that you fill in every question and send the appropriate supporting documentation. Complete the following checklist to show what you have done. If you do not include all the information requested, your application is incomplete and will take longer to assess or be ineligible. Please do not send any documentation other than that requested.

<b>I have:</b> (please tick)	<input type="checkbox"/> Answered every question. <input type="checkbox"/> Enclosed a copy of our latest accounts and/or treasurer's statement. <input type="checkbox"/> Signed the declaration. <input type="checkbox"/> I will complete the post evaluation form enclosed with this pack.
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**Completed Application Forms should be returned to:**

**Seaham Town Council, Seaham Town Hall, Stockton Road, Seaham, Co. Durham. SR7 0HP**

**NB: Please read the following Grants Policy prior to completing the application**



# GENERAL GRANTS POLICY

**Policy Author & Job Title:** Dianne Rickaby  
Town Clerk

**Approved by members on:** Clerk's Advisory 15 January 2019/ Town Council 29<sup>th</sup> January 2019

**Reviewed by:**

**Ratified by:**

Seaham Town Council has satisfied the prescribed statutory criteria set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 and qualifies as an eligible Town Council to use the Power of Competence and will adopt this power when considering grant applications.

This will be subject to review annually

## GRANTS POLICY

Section 137 of Local Government Act 1972 “A Local Authority may, subject to the provisions of this section, incur expenditure which in their opinion is in the interest of, and will bring direct benefit to, their area or any part of it or all or some of its inhabitants”.

This is the last resort power and council can distribute grants under GPC (General Power of Competence) If all criteria is met and approved at AGM.

Accordingly the Town Council has adopted the following policy irrespective of the power under which it makes the donation.

- All applicants are required to complete the Town Council’s Grants Application Form. (Which can be accessed via the Town Council’s website or by hard copy as attached)
- The Town Council has a limited fund for grant making, accordingly grants are targeted to activities which benefit as many people as possible in Seaham. The maximum amount of grant that can be awarded at any one time is up to £1,000. Please note that this application will not be considered unless it is accompanied by a copy of the latest set of audited annual accounts showing the organisation’s income, expenditure and level of bank balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed. We also require a copy of the group’s constitution.
- We ask that you provide evidence that you have explored all other avenues of funding prior to making any application to Seaham Town Council.
- Seaham Town Council encourage applications from ‘new’ community clubs/ventures who require assistance with setting up costs.
- Any applicant receiving a grant of £100 or more is required to acknowledge Seaham Town Council’s contribution and set out how this will be done. Organisations who are successful in acquiring a grant are required to indicate how they will advertise Seaham Town Council’s financial support i.e. website/newsletter.
- All successful applicants are required to complete the Seaham Town Council’s post grant evaluation questionnaire. Failure to do so can result in the rescinding of the grant and a request for its return.
- All grant applications are considered at an appropriate Finance & General Purposes Committee and ratified at the Town Council meeting.
- Only one grant in any one financial year can be received.

## CONDITIONS OF FINANCE

- Applications will not be considered from private organisation operating as a business to make a profit or surplus.
- Applications will not be considered from “upward funders” i.e. local groups whose fundraising is sent to the Headquarters for redistribution **unless** proof is given that the grant is spent at local level.
- An organisation is required to have a bank account in its own name with two authorised representatives required to sign each cheque.
- Ongoing commitments to award grants or subsidies in future years will not be made (unless budgeted for). A new application will be required in all cases.

Post Grant Evaluation Questionnaire

1. Can you give an outline of how the project went? Did it meet with the outlined criteria/objectives?

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2. Did you deliver your project within your allocated budget? If not please explain how you were able to deliver your project.

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3. Please outline the areas of electorate/residents covered by your project

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4. Please explain how you promoted the project and the support from Seaham Town Council

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5. If you were to do anything differently with the project what would that be?

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