



Tadcaster Town Council

The Ark, 33 Kirkgate, Tadcaster LS24 9AQ

01937 834113

clerk@tadcastertowncouncil.gov.uk

www.tadcastertowncouncil.gov.uk

Open Monday to Thursday 9.30am to 12.30pm

GRANT AID TERMS AND CONDITIONS

PLEASE READ THE TERMS AND CONDITIONS CAREFULLY BEFORE COMPLETING THE APPLICATION FORM

TADCASTER TOWN COUNCIL grants are made for the benefit of the town and residents of Tadcaster

Applications will be considered for financial assistance towards a specific project or activity from community associations, cultural, educational, sporting and charitable organisations, which are non-commercial/profit making and whose membership and field of activity is centered in the town of Tadcaster. The Council is prevented by statute from giving financial assistance to individuals.

The scheme provides start-up grants for new organisations as well as grants to those already in existence.

WHEN CONSIDERING YOUR APPLICATION THE COUNCIL WILL LOOK AT:–

- How well the grant will meet the needs of the community
- How effectively your group will use the grant
- Whether the costs are appropriate and realistic
- Level of contributions raised locally
- Whether the applicant could reasonably have been expected to obtain sufficient funding from a more appropriate source
- How the group is managed

Groups working with young people and/or vulnerable adults will be required to have protection policies in place. Applicants will also be expected to demonstrate that they have adequate public liability insurance for their activities.

WHEN TO APPLY?

Grant Aid Applications - are made annually. **All applications must be received at the Town Council Office by 31 October.** The Tadcaster Town Council Finance and General Purposes Committee will agree the grant payments at its next appropriate meeting after this date so that payment can be made to applicants before 31 March in the following year.

Small Grant Application – are received by the Council throughout the year. Applications can be made up to the total of £250 and subject to availability. The Tadcaster Town Council Finance and General Purposes Committee will agree the grant applications at its next appropriate meeting so that payment can be made to the applicants accordingly.

Multiple Applications – Multiple applications made by the same applicant will be considered on an individual basis and only agreed in exceptional circumstances.

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WHO CAN APPLY?

You can apply if

- You are a “not for profit” group operating for the benefit of the community in Tadcaster
- You will make use of the grant within the timescale you set out below. The Council recognises that project timescales can slip for good reasons, and would expect to be informed of any problems. If a project does not ultimately proceed as planned the Council would expect to be notified and the grant to be returned
- Your group is set up for charitable purposes. However, you don't have to be registered as a charity or recognised by the Inland Revenue to apply for a grant. You will need to have some form of management committee or steering group.
- Your aims and objectives are clear and well-defined and are of real benefit to the community of Tadcaster
- You have a constitution or set of rules which you must include with your application form
- You have a bank or building society account with at least two joint signatories
- You have annual accounts or a statement of income and expenditure which you must include with your application
- You are compliant with the Equal Opportunities Policy and Constitution and be able to demonstrate that you are working within the Disability Discrimination Act and comply with all Health and Safety Requirements.
- You have a working child protection and/or vulnerable adults protection policy if you are working in this area

NEW GROUPS - Applications from new groups are welcome – we will need to know:-

- Why you want to start the group and how it will be continued
- How you know there is a need
- What support you have from people wanting to join or run the group

As a new group, you may not be able to provide a set of accounts for last year. However, we would need to see bank statements and an estimate of your income and expenditure for your first year.

BRANCHES - If you are a branch of a larger organisation, you must have:-

- A constitution or set of rules of your own
- A separate management committee
- Your own bank account
- Your own annual accounts approved by the management committee
- Control over your own income and how it is spent
- A specific brief for activities benefiting the community of Tadcaster

THE FOLLOWING WILL NOT BE FUNDED

- **Activities that are part of statutory obligations or replace statutory funding, including curricular activities in schools**
- **Endowments**
- **Loan repayments**
- **Rents**
- **Rates, council tax and utilities**
- **Insurance costs**
- **Second hand road vehicles**
- **Projects with high ongoing maintenance costs – unless your group can show that you have the fund/skills to maintain them once your Tadcaster Town Council grant runs out.**
- **Religious/political groups unless unrestricted community benefit can be demonstrated**

WHEN A GRANT MAY HAVE TO BE REPAYED

If there is a serious breach of the terms and conditions, or the group ceases to operate before the funds have been spent, or if a project does not proceed as planned, the grant will have to be repaid. Anyone found to be acting dishonestly in making the application or spending the grant will be reported to the police and may be prosecuted

DATA PROTECTION ACT 1988 INFORMATION

In signing the application form, you give permission for Tadcaster Town Council to use the information that you provide

- For establishing your entitlement to a grant
- Inclusion on a computerised register maintained by Tadcaster Town Council; and during the life of a grant, if awarded
- To administer and analyse applications and grants

The aim of Tadcaster Town Council is to make its grant making and assessment process as open and clear as possible. To achieve this aim, the Council may:

- Hold open committee meetings, where it may discuss individual applications in front of the public or media; and
- Allow your representatives to see information about the way in which the Council reach decisions on your application

However, the Council would always want to respect the confidentiality of information given by any other person. The Council would judge on a case-by-case basis what it would be appropriate to reveal.

The Council recognise the need to maintain the confidentiality of vulnerable groups and individuals, and their details will not be made public in any way, except as required by law. If you think your application falls within this category, please let the Council know.

TERMS AND CONDITIONS OF RECEIVING A GRANT

Please read this section thoroughly and carefully. It is important because it is a condition of any application that you have read, understood and accepted the terms given below:

- All applications will go to the Finance and General Purposes Committee who will make budget recommendations to the full Town Council for approval. All decisions made by the full Council are final. Please note, that the meetings of the Finance and General Purposes Committee and the Council are open to members of the press and the public and that minutes of the meetings are available to the public
- If you receive a grant, it may only be used for the purpose set out in the application form and it cannot be given to any other group. We will not give grants to cover costs that have already been incurred and the grant cannot be increased. Your grant will be paid by cheque made payable to the bank account detailed on the application form
- You will provide a report to inform the Council what you achieved with the funds. You will also provide proof that the money was spent for the intended purposes.
- Recognition of the grant from Tadcaster Town Council must be made in any publicity and in the group's accounts.
- We may use the name of your group, although not personal data, and its project in our own publicity material.
- When a grant expires, Tadcaster Town Council has no commitment to provide any further funding for the project.

The information in these notes may change from time to time. Terms and Conditions on distributing funds may also change. The Town Council reserves the right to amend the Terms and Conditions and any policy, procedures and assessment criteria and will aim to inform actual or possible beneficiaries.

The application form does not necessarily reflect all the information used by the Committee to decide on applications. The Committee may seek additional information to check your application and organisation.

PLEASE SUBMIT ALL ENQUIRIES AND COMPLETED APPLICATION FORMS TO:

Clerk to the Council
Tadcaster Town Council
The Ark
33 Kirkgate
Tadcaster
North Yorkshire
LS24 9AQ

T: 01937 834113 E: clerk@tadcastertowncouncil.gov.uk
W: www.tadcastertowncouncil.gov.uk

*Amended F&GP 25 July 2017
Reviewed F&GP 12 June 2018*

GRANT AID APPLICATION FORM

**CLOSING DATE FOR GRANT APPLICATIONS IS 31 OCTOBER
PLEASE PRINT CLEARLY IN ALL PARTS**

PART 1 – CONTACT DETAILS

Name of applicant*, Name of organisation, Correspondence address, Post code, Daytime telephone number, Email address

**** This person must sign as the main contact and must not be the person who signs at Part VI***

I confirm that to the best of my knowledge and belief, all the information in this application form is true and correct. I understand that you may ask for additional information at any stage of the application process

Signed:	Date:
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PART II – TELL US ABOUT YOUR GROUP

Registered Charity Unregistered Voluntary Organisation
Company Limited by Guarantee Other – please specify:

(a) WHEN WAS IT SET UP AND WHY?

(b) DESCRIBE THE PURPOSE/ACTIVITIES OF YOUR GROUP:

(c) ARE YOU A BRANCH OF OR RELATED TO A LARGER ORGANISATION, IF SO, PLEASE STATE WHICH ONE:

(d) PLEASE ENCLOSE YOUR AGREED CONSTITUTION OR MEMORANDUM OF ASSOCIATION RULES

PART III – TELL US ABOUT THE PROJECT/ACTIVITY YOU ARE PLANNING

(a) TELL US HOW YOU KNOW THAT THE PEOPLE IN THE COMMUNITY WANT THIS PROJECT; HOW DID YOU IDENTIFY THE NEED?

(b) HOW WILL THEY BENEFIT AND HOW MANY?

(c) WHAT DIFFERENCE WILL THE GRANT MAKE?

(d) PLEASE GIVE START DATE AND FINISH DATE OF YOUR PROJECT

(e) PLEASE GIVE AN INDICATION AS TO WHEN YOU WILL BE ABLE TO GIVE FEEDBACK AS TO HOW THE FUNDING HAS BEEN USED

(f) WHAT SPECIAL SAFETY ISSUES ARE RELATED TO YOUR PROJECT/ACTIVITY?

Public Liability Insurance Relevant leaders' qualifications

Other insurance (specify):-

Name of any affiliated governing body:-

PART IV – FINANCIAL DETAILS

Please tell us:

- **AMOUNT OF GRANT YOU ARE REQUESTING:**
- PLEASE GIVE A BREAKDOWN OF HOW THE MONEY WILL BE SPENT IE LABOUR, EQUIPMENT ETC.

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- TOTAL AMOUNT PROJECT WILL COST: -----
- HOW MUCH MONEY HAS BEEN RAISED TO DATE?: -----
- YOU CAN ONLY APPLY FOR A GRANT IF YOU HAVE A BANK/BUILDING SOCIETY ACCOUNT IN THE NAME OF YOUR GROUP. WE WILL ONLY PAY GRANTS INTO AN ACCOUNT THAT REQUIRES AT LEAST TWO PEOPLE TO SIGN EACH CHEQUE OR WITHDRAWAL. THESE PEOPLE SHOULD NOT BE RELATED:

Account Name:
Bank/Building Society name:
Bank/Building Society Address:

Name of signatories and what the position they hold in your group?

1	Name	Position
2	Name	Position
3	Name	Position

How many people have to sign each cheque or withdrawal from this account?

- PLEASE PROVIDE THE FOLLOWING DETAILS FROM YOUR MOST RECENT ANNUAL ACCOUNTS:
Account Year Ending:

Total (gross income)	£
Minus total expenditure	£
Equals loss/profit for the year	£
Savings (reserves, cash or investments)	£

PART V – INDEPENDENT REFEREE

Your Referee must be independent of your group and your management committee and must be someone who knows about your group and can comment on your project. If your project is working with children, young people or vulnerable groups, your referee must be someone with a relevant professional qualification such as a teacher, social worker or childcare professional. See also Section in briefing notes – Who Can Apply?

FULL NAME:

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OCCUPATION:	
FULL CONTACT DETAILS:	
HOW LONG YOU HAVE KNOWN THIS GROUP AND HOW ARE YOU FAMILIAR WITH THEIR WORK?	
SIGNED:	DATED:

PART VI

A senior member of your organisation must read this application and sign below. This can be your Chairperson, Treasurer or Secretary.

I confirm that on behalf of (insert name of Group) I am authorised to sign this declaration on its behalf, and that, to the best of my knowledge and belief, all replies are true and accurate

I further confirm I have read, understand and agree to the Terms and Conditions of the Grant Aid and that this application is made on the basis that, if successful, the group will be bound to use the grant only for the purposes specified in this application and will have to comply with the Terms and Conditions attached to the Grant.

POST HELD IN GROUP:	
FULL NAME:	
FULL CONTACT ADDRESS	
Signed:	Date:

APPLICANT CHECK/TICK LIST -	
Signature at Section 1	
Signature at section V	
Signature at section VI	

GRANT AID FEEDBACK FORM

FULL CONTACT DETAILS:

GRANT AID OF £

AWARDED TO:

PLEASE TELL US HOW YOU USED THE FUNDING: Please use overleaf or attach further sheets as necessary

ATTACHED ARE COPIES OF ALL RELATED RECEIPTS (PLEASE LIST AND ATTACH):

I confirm that the above is correct as at this date

Signed