APPLEBY-IN-WESTMORLAND TOWN COUNCIL

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Grant Application Guide

Please read these guidance notes carefully and refer to them when completing the application form.

How much money is available and what can be funded?

The minimum grant is £50 and the maximum £2,000. Each application will be considered on its own merits, but the presumption is that grants will typically be £250. Awards towards the maximum level will be the exception and such projects and events will need to demonstrate significant community need and match funding. All grants require a minimum of 20% match funding although 10% can be in-kind.

What will not be funded?

- Projects or events which are for private gain
- Projects or events which have already taken place
- Contingency funds, income deficits, bridging loans or security against a loan

Criteria for funding

Grants are available for either projects or events that benefit the community of Appleby-in-Westmorland. We do not accept applications from individuals.

Applications will be assessed on their ability to:

- deliver a wide community benefit
- contribute to the needs and priorities of the community
- demonstrate value for money
- demonstrate equality of opportunity and the elimination of discrimination

To apply your group or organisation must have:

- a written governing document or constitution
- a bank or building society account in the name of your group or organisation with at least two unrelated signatories.

You are required to provide all necessary documentation to support your application.

We will not make more than one award during the same financial year; to the same organisation or group unless the applications are clearly identifiable as different projects or events.

It is unlikely that we will be able to provide grants for all potentially eligible applications. Therefore, we reserve the right to prioritise applications to achieve best value for money.

We also reserve the right to decline applications which do not meet the stated criteria.

How your application will be dealt with

On receipt of your application we will make an initial assessment to check that your group or organisation and project or event are eligible and that all required supporting documentation has been provided.

We will aim to acknowledge receipt of your application within five working days of receiving it. This will be by email where you have provided an email address but otherwise will be by letter.

Eligible applications which are accompanied by the required supporting documentation will be forwarded to the Finance Committee for consideration.

The Finance Committee will make recommendations to either the full Council or the charities trustees' for which applications to support and the level of grant to be awarded.

Applicants will be informed (usually by email) whether the full Council or the charities trustees' has approved or not their project or event to receive a grant, within five working days of the meeting taking place.

Payment will be made within 10 working days by bank transfer.

Conditions of funding

Grants must be spent within one year of an award being made (from the date on the grant offer letter).

Grants awarded must be spent on the purpose stated in the application. If for any reason your circumstances change or you wish to vary the way in which you spend your grant, you are required to contact us to request written permission to do so.

In the event of a group or organisation ceasing to operate or failing to undertake or complete the project or event for which the grant was offered, Appleby-in-Westmorland Town Council reserves the right to withhold payment, to reduce an award or seek its recovery.

Financial support provided by Appleby-in-Westmorland Town Council should be acknowledged on all relevant printed publicity, on websites and in information given to the press.

Contact:
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applebytown.gov.uk/council-finance/grants/