



# Horsforth Town Council

## Community Grants Policy and Application Form

### INTRODUCTION

Horsforth Town Council is supportive of the work of community or voluntary groups operating within the town. The Council offers community grants to such groups on an ongoing basis.

As part of the process, the Council allocates an amount of money each year for distribution in the form of one-off community grants.

The amount is set each year as part of the Council's budget process and funding is distributed four times a year.

This information sheet explains more about the scheme, how it operates, who can apply, and how to make an application.

### WHO CAN APPLY FOR A GRANT?

Grants are available to any community or voluntary group **based in Horsforth** or operating a substantial part of their activities in Horsforth.

You must be able to demonstrate that any grant given will be of benefit to the people living within the town and that the benefit is commensurate to the expenditure.

Grants will only be given recognised, bona-fide, non-profit making organisations or groups.

Grants **cannot** be made available to individuals, nor can they be made available to business or profit-making organisations.

### WHEN ARE GRANTS AVAILABLE?

Grants are available four times in a financial year; these dates are listed on the application form.

### WHEN CAN ORGANISATIONS APPLY?

The dates of the Community and Environment Committee meetings when grants are considered are listed on the application form which is attached to this information sheet. Your application and any other documents requested **must** be received by the Town Clerk no later than **7 working days** before the meeting date for it to be heard at that meeting. The deadline for each meeting is shown on the application form. **Please note your application may not be considered if you do not provide all the documents requested.**

## **HOW MUCH CAN ORGANISATIONS APPLY FOR?**

The Community Grant Scheme is designed to benefit as many groups as possible – and funding is limited.

Generally, grants are awarded for amounts between £100 and £500. On rare occasions, a grant more than £500 may be considered. Any amount more than £500 will be presented to the Finance and General Purposes Committee for its consideration.

## **WHAT CAN THE MONEY BE USED FOR?**

Your organisation can apply for a grant towards any appropriate project, event or the purchase of equipment that will benefit people living in Horsforth.

The Council will **not** consider any grant towards day-to-day running costs such as rents, electricity, telephone charges etc. or towards any staff salaries or wages.

Grants can be awarded as a contribution towards a larger project, although the Council will wish to see evidence that you have access to the balance of the required money before funds are made available.

## **HOW OFTEN CAN ORGANISATIONS APPLY FOR A GRANT?**

With limited funds available for grants, the Council must ensure fairness with the allocation of money to a wide section of the community. The Council's policy is that it will not offer a grant to the same organisation for more than two consecutive years with a gap of at least one year before an organisation can apply again.

## **ARE ORGANISATIONS GUARANTEED TO BE ACCEPTED FOR A GRANT?**

The Council has a limited amount of money available each year and there may be times when this is over-subscribed.

In such instances, the Council will assess each application and may offer an amount less than requested.

In some circumstances your organisation may not be accepted for a grant.

## **HOW DO I APPLY?**

An application form is attached to this information sheet. Electronic copies are also available on the Council's website and by contacting the Council office at [admin@horsforthtowncouncil.gov.uk](mailto:admin@horsforthtowncouncil.gov.uk) and may be completed electronically.

The lead person from the organisation will be invited to attend the meeting that is to consider the application. There is no obligation to attend but it is an opportunity to present the application in person and to answer any questions that the Committee may have.

If you need any further advice regarding the Community Grant Scheme, or if you require any help completing the application form, please contact the Council office which will be happy to assist you.

## **FEEDBACK AND USE OF INFORMATION FOR COUNCIL PUBLICITY**

Details of successful grant applications, including the amount, name of the organisation and the purpose of the sponsorship, may be published by the Council on its website, social media and in its printed materials. The information will be retained indefinitely by the Council for record keeping purposes.

Successful applicants will be asked to provide the Council with feedback on the outcome of the award expenditure and to give the Council permission to publish photographs and any other information and materials provided by the organisation in its feedback.

Attached: Community Grant Application Form

Office Use Only	
Amount awarded	
Committee & date	



# Horsforth Town Council

## Grant Application 2021-22

Please read the Grant Policy before completing this application form.

Date this application was received by the Town Clerk:

**Community and Environment Committee meeting dates**

10 June 2021  
 9 September 2021  
 2 December 2021  
 3 March 2022

**Deadline for application**

Monday 31 May 2021  
 Monday 30 August 2021  
 Monday 22 November 2021  
 Monday 21 February 2022

<b>Name of organisation:</b>		
<b>Lead person in the organisation:</b>		
<b>Address:</b>		
<b>Email:</b>		
<b>Contact telephone number:</b>		
<b>Office held by applicant:</b>		
<b>Amount of grant requested:</b>		£
<b>Has Horsforth Town Council given you a grant or sponsorship before?</b>	Yes <input type="checkbox"/>	<b>What years?</b>
	No <input type="checkbox"/>	
<b>If successful, how would you like to be paid? Please complete (a) or (b) below.</b>		
<b>(a) Please pay by cheque payable to:</b>		
<b>(b) Please pay by BACS:</b>	<b>Account name:</b>	
	<b>Sort code:</b>	
	<b>Account number:</b>	

**Details of project/events for which the grant is sought:**

(Please include details on a separate sheet if necessary).

**Details of funding available from other sources:**

(If available, please provide documentary evidence of other funding).

**Documents to be included with this application:**

**Your application may not be considered if these are not provided. If not available, please explain why.**

- Last set of the organisation's audited accounts
- Copy of the organisation's constitution
- Copy of the organisation's public liability insurance for the event(s)

**Tick box to confirm included**

**Application process:**

Please forward your application to the Town Clerk at the address below. You will be invited to attend the Community and Environment Committee meeting where your application will be considered. There is no obligation to attend but this will give you the opportunity to present your application in person if you wish to do so.

**Please return by:** See list of scheduled meeting dates and deadlines above.

<b>Declaration</b>		<b>Please tick</b>	
<ul style="list-style-type: none"><li>I confirm that to the best of my knowledge, the information contained in this form and any supporting documentation is complete and accurate.</li></ul>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<ul style="list-style-type: none"><li>I agree to details about the project/organisation being entered onto a computer database and held in a manual filing system</li></ul>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<ul style="list-style-type: none"><li>I agree to details about the project/organisation being shared with town council officers and town councillors involved in the assessment of the application</li></ul>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<ul style="list-style-type: none"><li>I agree to details about the project/organisation being publicised for Town Council publicity purposes and records</li></ul>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<ul style="list-style-type: none"><li>I am authorised by the organisation to sign and submit this application on their behalf.</li></ul>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
Signature of Applicant:			
Print Name			
Organisation			
Date			

Please return the completed form and supporting documents to:  
Town Clerk, Horsforth Town Council, Mechanics Institute, Town Street, Horsforth, LS18 5BL  
Tel: 0113 258 0988  
Email: [admin@horsforthtowncouncil.gov.uk](mailto:admin@horsforthtowncouncil.gov.uk)

If you have any queries, please contact the office on the above email or one of the following numbers:  
Office: 0113 258 0988  
Assistant Clerk: 07926 651640  
Clerk: 07526 567591