

Nelson Town Council

Small Grants Application Form

Please refer to the 'Small Grants Funding – Grant Criteria & Conditions' document to assist you with the completion of this form

Contact Details

Date of Application:		Ref Number: (office use only)	
Name of Organisation:			
Address:			
		Postcode:	
Name of Applicant:		Position:	
Telephone Number:		Email Address:	
Website:		Cheque Payable to (if successful):	

Organisation Details

What type of organisation are you: <input type="checkbox"/> Charitable Organisation <input type="checkbox"/> Unregistered Community Group / Club / Society (delete as appropriate) <input type="checkbox"/> Unregistered Charity <input type="checkbox"/> Registered charity <input type="checkbox"/> Charity Number: <input type="checkbox"/> Other (please state) _____	
Do you have a constitution or a set of rules? (please enclose a copy of your constitution)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you part of a larger organisation? If yes please give details	<input type="checkbox"/> Yes <input type="checkbox"/> No
How long has your organisation been operating:	
How many trustees, volunteers and service users are there in your organisation:	
Tell us about your organisation, its aims and the work you undertake and the main activities: <hr/> <hr/> <hr/> <hr/>	

Who benefits from these activities:	

Details of Funding Requested

What is your project called?		
When will your project start and finish?	Start Date:	Finish Date:
How will your project benefit the local community within the Nelson town boundary? (use a separate sheet if necessary)		
Why is this project needed? What advantage will it bring to Nelson? How many people within the Nelson town boundary will benefit from the project?		
Please include dates and venue of events if applicable – please include a programme if available		

Project Costs and Finances

Total Cost of Project:	£	Amount Requested:	£
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Have you previously applied for grant funding from Nelson Town Council?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If yes, when did you apply?

Have you or this group applied for or received any other grant for this project?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Applied from:

Received From:

Budget: This budget should be for the **total cost** of the activity you are applying to do. Please be as accurate as you can, as you may be asked to explain any amount which is unclear. Attach a separate budget sheet if you have done this work already. Please also provide estimates/quotations of the proposed items of expenditure you may use.

A Expenditure items	Cost (£)
B Total Expenditure (must be sum of A above)	£

Other Income Sources (state from whom, and whether confirmed)	Total £
From your own resources (including public fundraising)	

D Sum requested from Nelson Town Council	£
E Total Income (must be sum of C & D above) and equal to figure in B	£

How much do you receive in primary funds?	Per year
What other grants have you received in the last 3 years (amount and from who?)	
Please attach any other information you think is appropriate for this project, eg insurance cover, health and safety issues, planning permission received, quotations from suppliers and any other relevant information to support your application.	

If your group has been set-up or has been running for less than a year, applicants must supply one business and one personal reference. You must also provide a copy of your latest bank statement with a statement of income and expenditure or other financial information which indicates your financial position.

Personal Reference:	Business Reference:

Town Councillor Support

Please ensure this section is completed by a Town Councillor who is representing your ward (prior to submitting the application to the Town Council office).

Nelson Town Council Ward:		Town Councillor:	
Signature:			

Declaration of involvement with the applicant
 To your knowledge are any of the following likely to benefit in any way if this application is successful. Either directly or indirectly. Another Town Councillor/Relative/Friend/Business Acquaintance/Yourself

Yes No

If yes, please give details, ie who and how?

Checklist and Supporting Documents

Please enclose the following documents with your application. We will only process your application once we have received them.

- Full and complete copies of your signed, certified and audited latest annual accounts (if your organisation is less than twelve months old, please provide your latest bank statement with a statement of income and expenditure or other financial information which indicates your financial position, and the projected income and expenditure for the next twelve months. You are also required to supply one personal and one business reference)
- Copy of your organisations constitution or set of rules
- Copies of your bank statements for the last six months
- Copies of two written estimates/quotes if you are applying for a grant for equipment/capital item
- Evidence of any other awards towards the project e.g lottery funding, other bodies
- A certified copy of the resolution of the organisation to apply for the grant
- Any other information that is appropriate or relevant to this application (eg insurance cover, health and safety issues, planning permission received)

If you are unable to supply this information, please contact the Town Council office for advice prior to submission.

Declaration

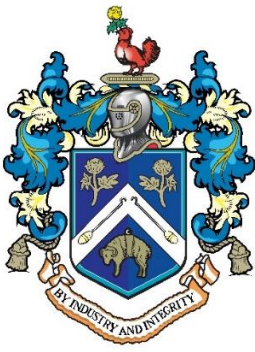
- I am authorised to make this application on behalf of the above organisation
- I certify that the information contained in this application is correct
- I confirm that I have read and understood the Councils criteria for it's small grants scheme
- If the information in the application changes, I will inform Nelson Town Council as soon as possible
- I give permission for Nelson Town Council to record the details of my organisation electronically and contact my organisation by phone, mail or email with information from time to time
- I agree to the terms and conditions of the grant criteria stipulated on this form and will provide evidence to the council to show that the grant has been used in the manner it was intended and will repay any funds that have not been used towards the grant
- I agree to promote Nelson Town Council in all publicity activities in support of the grant awarded
- I agree to comply with any other terms and conditions that the Council may attach to the grant

Applicant Signature:

Date:

PLEASE SUBMIT YOUR COMPLETED APPLICATION FORM TO:

**THE TOWN CLERK
NELSON TOWN COUNCIL
TOWN HALL
MARKET STREET
NELSON
BB9 7LG**



Nelson Town Council

Small Grants Funding - Grant Criteria & Conditions

CRITERIA OF APPLICATIONS & TERMS AND CONDITIONS OF GRANTS AWARDED

1. It is a prime objective of the Council to encourage local groups to undertake work or projects which are considered to be for the benefit of the residents of Nelson and in a manner commensurate with the expenditure. Grants cannot be made to individuals. Applications will only be considered from individuals/groups/organisations who either operate in, or benefit people who live in the Nelson Town Council area.
2. Grants will be awarded to voluntary groups and societies, clubs, not for profit organisations or charities. Grants may be used to complement other sources of funding (eg Sports Council, Arts Council, Yorkshire Arts). Nelson Town Council expects organisations to make every effort to be self-supporting and a repeated application may be asked for evidence of this. The Town Council will favour grants where other funding/fund raising has been secured. A statement of the financial affairs and fund-raising activities already undertaken should be provided.
3. All applications will be considered on their own merits, but in general grants will be awarded for capital projects, such as the purchase of equipment, works to buildings, improvements to premises, improvement or enhancement to a particular area. In addition the Council may support a community event, festival, other special event or project. Grants towards running costs, salaries or consumables will not be considered.
4. Applications will be considered by the Finance and General Purposes Committee. Each application will be considered on its own merits and will be considered with other applications at the meeting. To ensure as fair a distribution as possible, the Committee will take into account:
 - The amount and frequency of other awards,
 - The Ward (s) which will benefit for the grant, and
 - The amount of income and capital of the applicant.
5. Grants cannot be used to fund religious or political activities and cheques cannot be made payable to an individual. Individuals/groups/organisations should normally expect only one grant per financial year.
6. Organisations applying for a grant must have a constitution, a managing Committee and a bank account with at least two signatories. Details must be supplied with the application.
7. No applicant who has applied for and received funding in consecutive years should automatically assume that funding will continue. Each application will be treated on its own merits
8. Applications must be properly costed or they will be refused or returned for further details. Retrospective applications will not be funded where expenditure has been made, the project has been carried out or the event has taken place
9. The Committee considering the application may request further information including details of the membership, location of the organisation, the age range of the membership, the nature and activities of the organisation, full details of how the grant will be applied and the source of other funding.
10. If the Committee, when considering an application for a grant, considers that it requires additional information or documentation, it may refer its decision to the next meeting of the Committee, but if that information or documentation is not available at that subsequent meeting, the application will be rejected. For this reason applicants are encouraged to attend the meeting at which the application will be considered.

CRITERIA OF APPLICATIONS & TERMS AND CONDITIONS OF GRANTS AWARDED (Continued)

11. Applications which could be interpreted as a request for sponsorship are specifically excluded from the small grants scheme.
12. The recipient must provide Nelson Town Council with a statement of how the money has been used using the feedback form enclosed and returning it to the Town Clerks office.
13. Any unused funds must be returned back to the office within three months of the project ending.
14. Successful applicants must report back to Nelson Town Council and agree to assist in any reasonable promotion of the award as required by the Town Council.
15. Any unused funds must be returned back to the office within three months of the project ending.
16. Successful applicants must report back to Nelson Town Council and agree to assist in any reasonable promotion of the award as required by the Town Council. All Publicity with regards to the grant must refer to the funds being provided by Nelson Town Council and cannot refer to funds being provided by an individual Councillor or Political Group. Within three months of the grant being awarded the applicant may be required to submit a feedback form detailing how the grant was used.
17. The Council wishes to ensure that monies are spent wisely and that community benefit is tracked, we therefore require applicants for grants to note that the successful applicants must provide receipts or other evidence to the Town Clerk/RFO within 6 months on completion of the project. They should show that funds have been used for the purpose specified in the application. The Council may demand a refund of the grant from the applicant or, in the case of an organisation, its Committee, if the grant is not used within six months or for the purpose for which it was made