



NELSON TOWN COUNCIL

Town Hall,
Market Street
Nelson,
Lancashire,
BB9 7LG

SMALL GRANTS APPLICATION

(For grants up to £1000)

Please answer all the questions as failure to do so may result in a delay in the determination of your application.

PART 1 - CONTACT DETAILS:

Organisation Name

Organisation Address

.....
.....
..... Postcode

Name of Contact

Address of Contact

.....
.....
..... Postcode

Telephone

E-mail

PART 2 – ORGANISATION APPLYING

What Type of organisation are you? Please Tick.

- Private individual trading for profit.
- Private individual not trading.
- Registered charity. Charity registration number:
- Other voluntary organisation, state type:
- Company limited by guarantee, Company registration number
- ber
- Company trading for

PART 2– ORGANISATION APPLYING

When was the organisation established?

How many members do you have locally?

What is the age range of the Members From

to

If the organisation for which the application is made is a branch or subsidiary of a larger organisation, please state the name and address of that larger organisation:

.....
.....
..... Postcode

PART 2- ORGANISATION APPLYING

Please briefly describe the activities or services you provide or intend to provide:

.....
.....
.....
.....
.....
.....

PART 3 - THE PROJECT OR ACTIVITY:

Giving as much detail as possible (on a separate sheet if necessary) please describe the project or activity you are planning and how you propose to deliver it:

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.....
.....
.....
.....
.....

What is the proposed time scale for the project/
activity?
Start Date Finish Date

Please explain how you know that the people in your community want this project or activity and what difference you hope the grant will make to the community:

.....
.....
.....

Describe the anticipated benefits to the inhabitants of Nelson if this project goes ahead.

.....
.....
.....

How many people do you expect will benefit from this project or activity?

When completed, this application should be submitted to the Town Clerk, Nelson Town Hall, Market Street, Nelson, Lancashire, BB9 7LG.

PART 4 - FUNDING OF THE PROJECT OR ACTIVITY:

What is the anticipated cost of the project or activity? £

How much grant are you applying for? £

How will the remaining cost be raised?

.....
.....

PART 4 - FUNDING OF THE PROJECT OR ACTIVITY:

Other Funding Sources Applied for/Secured:

Organisation Amount Secured Yes/No

Organisation Amount Secured Yes/No

Organisation Amount Secured Yes/No

Organisation Amount Secured Yes/No

Organisation Amount Secured Yes/No

PART 5 - ACCOUNT DETAILS:

Please give the name of the organisation that the cheque is to be made payable to:

.....

PART 6 - SUPPORTING DOCUMENTS:

Please supply copies of any of the following documents which are relevant to the application:-

All estimates or quotations received in respect of your project, YES/NO/NA
All consents obtained for the use of land or property, YES/NO/NA
All offers of grant aid received from other organisations. YES/NO/NA

It is essential that the following documents are supplied:-

Enclosed

A copy of its Constitution or Memorandum of Association,

A certified copy of the resolution of the organisation to apply for the grant; and

A copy of the organisation's most recently audited annual accounts or, if newly established, the projected income and expenditure for the next twelve months.

PART 7 - DECLARATIONS

We confirm on behalf of the applicant named in Part 2 of this application that:-

We are authorised to sign this declaration on its behalf,

To the best of our knowledge and belief, all replies are true and accurate,

We have read and understand the Council's criteria for its small grants scheme,

This application is made on the basis that, if successful, the organisation will be bound to use the grant awarded only for the purpose specified in the application,

Any funds not used within the terms of the criteria must be returned to the Council on demand; and

We will have to comply with any terms and conditions which the Council may attach to the grant.

Full Name Position Signature

Full Name Position Signature

NELSON TOWN COUNCIL
SMALL GRANTS SCHEME - GRANTS CRITERIA

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.
2. The Council will only give to activities specifically designed to benefit Nelson and its residents.
3. Grant aid up to a maximum of £1,000 will be considered to help towards:
 - Capital cost or new or improved facilities or equipment,
 - Providing a public service,
 - Supporting a specific event,
 - Improving the environment,
 - Enhancing quality of life, or
 - Creating employment opportunities.
4. Grants will be considered once a month
5. 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.
6. Applications are to be made on a form specified by the Council.
7. Applications will not be considered from:
 - a) Organisations or individuals intending to support any particular political party or to discriminate on any grounds,
 - b) Private businesses run for profit unless taking part in an event supported by the Council,
 - c) Local groups whose fundraising is sent to their central headquarters for redistribution.
8. Applications will not be considered for:
 - Activities that are part of a statutory duty,
 - Loan repayments,
 - The funding of an activity or project retrospectively, or
 - Projects where the work has no benefit to the community.
9. Ongoing commitments to fund future years will not be made. A fresh application will be required each year.
10. 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.
11. 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.
12. 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.
13. The Council will expect applicants to use companies trading in Nelson for the supply of goods and services and may give preference to those applicants who do so.
14. Grants will be subject to the following conditions:
 - a) Applicants will be required to supply on request evidence of the expenditure to which a grant has been applied and 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 twelve months or for the purpose for which it was made.
 - b) Recognition of the grant from the Council must be made in any publicity.
Within three months of the grant being awarded the applicant may be required to submit a feedback form detailing how the grant was used.
15. Grants to private businesses will not be paid until evidence of the expenditure to which the grant will be applied has been produced to the Town Clerk.
16. Only one grant will be considered for an organisation or individual in each Municipal year unless:
There are exceptional circumstances, in respect of which the decision of the Committee shall be final; or
 - b) The grant is for an individual event supported by the Council and the organisation or individual applying for the grant received a grant previously in respect of another event.
17. The offer of any grant will be published in some form by the Town Council.
18. The decision of the Committee will be subject to confirmation at the next meeting of the full Council but otherwise final in all other respects and will not be reconsidered.