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NE63 8RX

Please call: (01670) 624 521 / 620 533 / 624 520  
or email: [stephenhumphreyatc@gmail.com](mailto:stephenhumphreyatc@gmail.com)

## APPLICATION FOR A SMALL GRANT

<b>Name of Organisation:</b>	
<b>Organisational Structure:</b> <i>(Please see attached criteria &amp; guidance for details of organisations eligible to apply)</i>	
<b>Name of Representative:</b>	
<b>Position in Organisation:</b>	
<b>Address of Organisation:</b> <i>(including postcode)</i>	
<b>Telephone Number of Organisation:</b>	
<b>Email Address of Organisation:</b>	
<b>Website Address of Organisation:</b>	
<b>Your Address:</b> <i>(if different from above)</i>	
<b>Your Telephone Number:</b> <i>(if different from above)</i>	
<b>Your Email Address:</b> <i>(if different from above)</i>	





## Declaration & Checklist

I apply for a grant for the above organisation and declare that:

- I, on behalf of ..... have read and understood the scheme under which grants are made as contained in the Criteria and Guidance Notes for Applicants.
  
- I, on behalf of ..... have noted all conditions under which grants are made and confirm that, if successful in this application, I and the organisation will abide by them.
  
- I enclose a copy of the Governing Document or Constitution of the organisation.
  
- I enclose a copy of the most recent annual financial statement of the organisation, or if a new organisation a copy of the most recent bank statement.
  
- I enclose copies of written estimates to which the request applies.
  
- I understand that Ashington Town Council reserves the right to recover any amounts given in the event these conditions are not fulfilled, the grant is not used for the purpose specified, or the organisation ceases to exist.

**Please note that failure to answer all questions and supply all requested information will result in your application being either deferred or refused.**

**Signed:** ..... **Date:** .....

# **Criteria and Guidance Notes for Applicants**

## **1. Introduction**

Section 137 of the Local Government Act 1972 empowers local councils to make a grant to voluntary bodies where, in the council's opinion, the grant would benefit any part of its area or any of the inhabitants.

## **2. Who Can Apply**

The Small Grant Scheme is open to voluntary and community groups or not for profit organisations that are based in or serve the community of Ashington in Northumberland.

Organisations should be able to demonstrate their independence with at least three individuals on the governing body and have an appropriate governing document. Organisations must be either:

- a constituted group
- a registered charity
- a Charitable Incorporated Organisation (CIO)
- a Community Interest Company (CIC) or
- a Company Limited by Guarantee.

Organisations must clearly demonstrate clear and identified benefits to those who reside in Ashington through any possible funding and provide the approximate numbers of residents who will benefit.

Organisations must have no undue restriction to membership.

New organisations can apply providing they aim to meet the criteria above.

## **3. Who Cannot Apply**

Applications will not be accepted from:

- Businesses and other for profit organisations
- Individuals
- Other Town or Parish Councils.

## **4. Maximum Grant**

Except in exceptional circumstances, so agreed by the Town Council, the maximum grant available from the Small Grants and Donations Fund is £750.

If the funding requested is part of a larger overall scheme or project, applicants must be able to demonstrate that other funding is secured prior to the release of any agreed Town Council monies.

## 5. How to Apply

Applications should be made on the enclosed application form and be sent to:

Stephen Humphrey MInsF(Cert) (Funding & Projects Officer)

Ashington Town Council

Ashington Town Hall, 65 Station Road, Ashington, Northumberland, NE63 8RX

Or email to: stephenhumphreyatc@gmail.com

## 6. Conditions of Grant

The following conditions will apply in considering all applications. Failure to provide all required information will result in either the deferment of an application or the application will be refused.

- All applications will be judged on their merits.
- Applicants must provide an appropriate governing document or constitution and have at least three individuals on the governing body.
- Applicants must provide a copy of the most recent annual financial statement of the organisation, or if a new organisation a copy of the most recent bank statement.
- Organisations must have no undue restriction to membership.
- Applications must demonstrate that they are in need of financial assistance and will be required to supply full details of what the grant will be used for.
- Applicants must demonstrate clear and identified benefits to those who reside in Ashington and provide approximate numbers of residents will benefit from the grant.
- Applicants are advised to obtain a minimum of two quotations, where possible, for goods / services to be purchased and copies are to be provided with the application.
- Awards must be agreed in advance and will not be made retrospectively.
- There will only be one award per group (exceptions may be made subject to the approval of Ashington Town Council) each year.
- Grants will be paid by cheque in the name of the applicant organisation and will not be paid into an individual's bank account.
- If the funding required is part of a larger project applicants must demonstrate that other funding is secured prior to the release of any agreed Town Council monies.
- Applicants receiving a grant must acknowledge the assistance provided by Ashington Town Council in all publicity material relating to that grant (an electronic copy of Ashington Town Council's logo can be provided on request).

- After at least 6 months of receiving the grant groups must demonstrate how the grant has been spent and publicised (e.g. enclose any copies receipts, publicity etc.).
- Ashington Town Council reserves the right to recover any amounts given and / or moveable equipment purchased in the event that these conditions are not fulfilled, the grant is not used for the purposes specified, or the organisation to whom the award has been made ceases to exist.
- The successful applicant also agrees not to dispose of any items purchased with the aid of this grant without written consent of Ashington Town Council.

**The Small Grant Scheme is solely managed and administered by Ashington Town Council in strict accordance with criteria and conditions agreed by the Full Council.**

**All decisions on grants made by Ashington Town Council are therefore final.**