

**ASHINGTON TOWN COUNCIL  
SMALL GRANTS 2024-25 GUIDANCE FOR APPLICANTS**

**Small Grants throughout the year**

Small Grants will be invited and awarded quarterly, as shown below (please note that dates may be changed prior to publication).

<b>May 2024</b> Invited 1 <sup>st</sup> April Closes 3 <sup>rd</sup> May Decisions 14 <sup>th</sup> May	<b>July 2024</b> Invited 3 <sup>rd</sup> June Closes 28 <sup>th</sup> June Decisions 9 <sup>th</sup> July	<b>October 2024</b> Invited 2 <sup>nd</sup> Sep Closes 27 <sup>th</sup> Sep Decisions 8 <sup>th</sup> October	<b>February 2024</b> Invited 6 <sup>th</sup> Jan Closes 31 <sup>st</sup> Jan Decisions 11 <sup>th</sup> Feb
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Based on the budget agreed for 2024/25, Ashington Town Council has £10,000 available for this purpose. Community groups and organisations will be invited to apply for small grants of less than £500. You can only apply for a small grant of £500 once in the financial year.

**Promoting Equality and Diversity in Grant Aid Allocation**

The Town Council is committed to upholding the principles of equality, diversity, and inclusion in all aspects of its operations, including the allocation of small grants. In accordance with the Public Sector Equality Duty 2022, we ensure that our small grant application process is transparent, fair, and accessible to all individuals and groups, regardless of their background, identity, or circumstances.

As part of our commitment to promoting equality, we actively seek applications from a diverse range of applicants representing various communities and demographics within Ashington. We encourage organisations and initiatives that aim to address issues of inequality, discrimination, and social exclusion to apply for grant aid support.

To demonstrate our dedication to fulfilling the Public Sector Equality Duty 2022, the Town Council will:

- ✓ Provide clear and accessible information about the small grant application process, criteria, and eligibility requirements to ensure that all potential applicants are aware of the opportunities available.
- ✓ Proactively engage with underrepresented communities and groups to encourage their participation in the grant application process. This may include targeted outreach efforts, collaboration with community organisations, and provision of support and guidance to potential applicants.
- ✓ Ensure that the small grant assessment and decision-making process is conducted in a fair, unbiased, and objective manner, taking into account the specific needs and priorities of different communities and demographics.
- ✓ Monitor and evaluate the impact of our small grant programs to assess whether they effectively address inequalities and contribute to positive outcomes for all members of our community.

By actively promoting equality and diversity in our small grants allocation process, the Town Council aims to create a more inclusive and equitable community where everyone has the opportunity to thrive and succeed.

We welcome applications from all individuals and organisations committed to advancing these shared values.

**Data Protection Statement**

Ashington Town Council is committed to protecting the privacy and confidentiality of your personal information. Any personal data collected through this Grant Aid application form will be processed

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in accordance with applicable data protection laws, including the General Data Protection Regulation (GDPR).

The information provided on this form will be used solely for the purpose of assessing your eligibility for a small grant and administering the application process. This may include contacting you for further information, communicating the outcome of your application, and managing the disbursement of funds.

By completing and submitting this form, you consent to Ashington Town Council collecting, storing, and processing your personal data for the purposes outlined above. Your personal information will only be shared with individuals and entities directly involved in the administration of the small grants program and will not be disclosed to any third parties without your prior consent, unless required by law.

Ashington Town Council will take all reasonable measures to ensure the security and confidentiality of your personal data and will not retain it for longer than necessary for the purposes stated herein.

If you have any questions or concerns about how your personal data is being handled, or if you wish to exercise your rights under data protection laws, including the right to access, rectify, or erase your personal information, please contact the Executive Officer.

By submitting this form, you acknowledge that you have read and understood the Data Protection Statement and consent to the processing of your personal data in accordance with its terms.

**Funding Criteria that must be met**

Small grants are for voluntary, non-profit making organisations who provide facilities, activities, and services principally for residents served by Ashington Town Council.

Typically, these organisations include sports, play and art clubs, community associations, youth organisations, organisations that assist disadvantaged/vulnerable groups and charitable trusts, and in particular those who support underrepresented or marginalised groups.

To be eligible to apply for funding from Ashington Town Council, you must be able to provide the following:

- ✓ A constitution or governing document, or written aims and objectives.
- ✓ Up-to-date financial information, including latest accounts and bank statement.
- ✓ A set a basic core policies (please contact the Council to discuss this)
- ✓ In addition, if you are applying for a **Small Grant** from Ashington Town Council, you must be prepared to explain the purpose of any reserves held.

We will support any group to achieve the required policies, in accordance with our work to promote Equality and Diversity, and in keeping with the Public Sector Equality Duty 2022.

**Organisations that will not be funded**

- X Individuals.
- X Business organisations whose aim is profit.
- X National charities (unless specific direct services are provided within the local area).
- X Schools.
- X Religious establishments.
- X Other organisations operating from outside Ashington (unless specific direct services are provided within the local area, or these organisations contribute to the wellbeing of the Town and its residents)