



# Stowmarket Town Council Grants Scheme Application Form

Milton House, Milton Road South, Stowmarket, Suffolk, IP14 1EZ  
www.stowmarket.org info@stowmarket.org

Carefully read through the application guidelines, which are attached to this application form before completing. If you require assistance, or if there is anything that you do not understand please contact Stephanie Edmans on 01449 612060 who will be happy to help.

Completed application forms and additional documents must be returned by 5pm on the closing date advertised on our website.

Please keep a copy of your application. All sections to be completed in black ink.

**Organisation name:**

**Type of organisation:**

**Charity number if relevant:**

**Contact name:**

**Address:**

**Telephone number:**

**Email address:**

**What year was the organisation founded?**

**Please provide a brief description of what the organisation does.**

**What local areas does the organisation work in?**

**Organisation income (for the last financial year)**

**Organisation expenditure (for the last financial year)**

<b>How much do you wish to apply for?</b>	<b>(maximum of £500)</b>
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**Please provide a description of the project/activities that will be delivered with a grant and explain the benefits to be achieved to Stowmarket residents**

**Please provide a breakdown of items which the grant will fund**

Item	Cost

**Please indicate below, what will be achieved from the project/activities described above?**

- Improved services or provision for children and young people
- Improved services or provision for older people
- Improved services or provision for disabled people
- Improved services or provision for people from a low income household
- Improved services or provision for other vulnerable people
- Significant benefit for the community in general (such as a community event or service)

**How many Stowmarket residents would benefit from the grant?**

- |                                  |                                   |                                   |                                   |
|----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> 1 to 5  | <input type="checkbox"/> 11 to 15 | <input type="checkbox"/> 21 to 30 | <input type="checkbox"/> 41 to 50 |
| <input type="checkbox"/> 6 to 10 | <input type="checkbox"/> 16 to 20 | <input type="checkbox"/> 31 to 40 | <input type="checkbox"/> 51+      |

**If your organisation is based outside Stowmarket, have you applied to your local Parish Council for grant funding in respect of the project/activities?**

**Have you applied to any other body for grant funding in respect of the project/activities?**

Yes  No

**If yes, which one/ones?**

**What was the outcome?**

N.B. Applications will be viewed favourably, where an organisation can demonstrate that they have applied for grant funding from other bodies. For advice on sources of grant funding please contact Stephanie Edmans on 01449 612020.

**Have you undertaken any fund-raising activities in respect of the project/activities?**

Yes  No

**If yes, what did you do?**

**How much was raised?**

**Please list the details of grant funding received from Stowmarket Town Council in the last five years.**

<b>Year</b>	<b>Amount</b>	<b>Details</b>
<b>2017</b>	£	
<b>2016</b>	£	
<b>2015</b>	£	
<b>2014</b>	£	
<b>2013</b>	£	

**Please provide the following details:**

**Name on bank account:**

**Sort Code:**

**Account number:**

N.B. No payment will be made into personal bank accounts.

**How did you hear about Stowmarket Town Council's Grant Scheme?**

**Declaration**

- I am authorised to make an application of behalf of the organisation;
- I certify that the information contained in this application is correct;
- I have enclosed a copy of the latest authorised accounts for the organisation;
- I understand that, if this request is successful, the Town Council will require an acknowledgement of receipt for the grant and details included in the accounts for the year in which the grant was received; and
- I give permission for Stowmarket Town Council to record the organisation's details and to publicise successful grant applications.

Name:		Signed	
Position		Date	

We would like to contact you to let you know of local up-and-coming events which may be of interest to your organisation. If you would like to be contacted, please indicate below.

- Yes please send me details of local events which may be of interest to my organisation, I understand that I may opt out of this service at any time.**

**Please return this form to:**

**Stephanie Edmans  
Community Liaison Officer  
Stowmarket Town Council  
Milton House  
Milton Road South  
Stowmarket  
IP14 1EZ**





# Stowmarket Town Council Grant Scheme Guidance Notes

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## 1. General

Stowmarket Town Council allocates funding within its budget each year for the purpose of awarding grants to local organisations for projects and initiatives that will be of benefit to the residents of Stowmarket.

This policy document has been drawn up to ensure that a fair and transparent process is adopted when awarding grants from public funds.

A '*grant*' is any payment made by Stowmarket Town Council to be used by an organisation for a specific purpose that will benefit the town, or residents of the town, and which is not directly controlled or administered by the Council. Applications should be for 'one-off' grants which will not result in recurring expenditure to the Town Council.

## 2. Eligibility

To qualify for a grant, an organisation must complete a grant application form and submit it to the Town Council in accordance with the deadline set each year for the date and place of receipt of applications.

Stowmarket Town Council will consider grant applications from community organisations, clubs, societies and third sector organisations operated on a not-for-profit basis such as social enterprises and registered charities.

The organisations can be based either inside, or outside of Stowmarket, but they must provide a direct benefit to the residents of the town. If the organisation is based outside the town, funding may be provided by Stowmarket Town Council, on the condition that funding has been allocated by the Parish Council in which they are based. This does not apply to Emergency or Social Services that are based outside of Stowmarket.

The Stowmarket Town Council Grants Scheme will not fund:

- Individuals;
- Commercial organisations;
- Statutory organisations;
- Projects that do not benefit Stowmarket and the residents of the town; or

- Retrospective applications where the projects have already commenced.

Notwithstanding these guidelines on eligibility, the Town Council will exercise its discretion to consider each case on its individual merits, and further advice upon eligibility can be obtained directly from the Town Council, if a prospective applicant is uncertain about whether or not they may qualify for financial assistance.

*(Note: Stowmarket Town Council works with a number of public and private sector organisations that provide financial support to good causes in, and around the town. If an applicant is ineligible for the Town Council's grants scheme, the Town Council may be able to direct the enquirer to other potential sources of funding that may be available).*

### **3. Making an Application**

An application must be made on the form provided by Stowmarket Town Council.

The maximum amount that can be applied for is £500.

The deadline for the forthcoming grants round is **5pm on Friday, 19<sup>th</sup> October, 2018.**

### **4. Assessment Process**

The Town Council will look favourably upon applications that fulfil as many of the following criteria as possible:

- Demonstrate excellent value for money;
- Provide sustainable benefits in terms of capital equipment;
- Relate to organisations that have not received grant funding in the previous two years from Stowmarket Town Council; and
- Provide one or more of the following:
  - Improved services or provision for children and young people;
  - Improved services or provision for disabled people;
  - Improved services or provision for older people;
  - Improved services or provision for people from a low income household;
  - Improved services or provision for other vulnerable people; and/or
  - A significant benefit for the community in general (such as a community event or service).

All applications are considered by a Grants Panel comprising three Town Councillors and the Panel's recommendations will be submitted to the full Council for consideration and final decision.

Applications will be assessed upon the basis of the information contained within the application form and any accompanying documents submitted with the application. Therefore, applicants are urged to provide comprehensive details of their proposal and a clear justification of the need for grant assistance.

The Town Council looks favourably at applications which can demonstrate that other grant funding has been sought and other funds have been raised for the project.

All applicants will be notified of the outcome of their grant applications once the Council has reached a final decision.

## **5. Making Awards**

- a. The Town Council requires a copy of the organisation's latest authorisation accounts in order to progress an application.
- b. The Town Council may at its discretion, require the recipient of a grant award to provide one or more of the following before a grant is made:
  - Bank statements for the past three months;
  - Evidence of all monies held by the recipient in short and long term investments;
  - Evidence of a contractual or lease agreement pertaining to the application; and/or
  - Evidence of grant funding obtained from other sources.
- c. The Town Council reserves the right to request access to such information as a pre-condition of the release of funds so that it exercises due diligence in making grant awards from public funds.
- d. The Town Council may make the award of any grant subject to such additional conditions and requirements as it considers appropriate.
- e. Any grant must only be used for the purpose for which it was awarded unless the written approval of the Town Council has been obtained for a change in use of the grant funding.
- f. Successful applicants will receive a questionnaire within a period of 12 months after receiving a grant to confirm how the funding was spent and the benefit that it has brought to Stowmarket. The form must be fully completed and returned to the Town Council. Failure to do so within a period of one month in the absence of exceptional mitigating circumstances will mean that the applicant may not apply for future funding from Stowmarket Town Council until such time as the Town Council is satisfied that improved governance arrangements have been adopted by that organisation.

## **6. Further Information**

Further information can be obtained from Stowmarket Town Council by contacting Stephanie Edmans, Community Liaison Officer on 01449 612060 or [info@stowmarket.org](mailto:info@stowmarket.org). Information on the Grants Scheme is also available on the Town Council's website – [www.stowmarket.org](http://www.stowmarket.org)