



BARTON UPON HUMBER TOWN COUNCIL

Guidelines for town grant scheme applicants

1. Groups within the town can apply for grant funding, as can those who are from outside of the town, who can demonstrate direct benefit to the residents of Barton.
2. The scheme will support capital and revenue projects, both are eligible to apply for funding. Please state which category your project is to support.
3. Applicants need to apply for funding by completing a Barton Town Council Grant application form.
4. Applicants will be expected to supply the following accompanying documentation with applications:
 - a. A copy of the most recent audited accounts, including an up to date balance sheet.
 - b. A copy of the constitution or rules of the group.
 - c. Provide proof that the group has a bank account with two signatories.
 - d. Provide a summary of how the funding will be utilised and who will benefit from the funding, including any relevant background information.

5.

Deadline for grant applications in 2021/22	Consideration at Finance meetings in 2021/22
16 July 2021	26 July 2021
1 October 2021	18 October 2021
3 January 2022	10 January 2022
11 April 2022	11 April 2022

Applicants will be notified accordingly after a decision has been made at the finance meeting closest their application.

6. Groups can only apply once per financial year for funding of the same project/initiative.
7. All applications will be considered with regards to financial stability of the groups and judged on their own merits; particular attention will be given to the group clearly demonstrating the need for the project within the local community.

8. Where possible a group will be expected to make some contribution from its own funds towards the project when funding is being applied for within the town council.
9. Where partnership funding is being sourced via external funding other than the town council, the council will wish to see that such funding has been secured prior to awarding a grant.
10. For projects already completed applications will be considered. The council will make judgement at the time of application, whether the project was urgent and also consider the financial situation of the group at the time.