

BARTON-UPON-HUMBER TOWN COUNCIL

TOWN GRANT SCHEME – GUIDELINES FOR APPLICANTS

These terms of reference were agreed at a Finance and General Purposes Committee meeting of the town council held on 14 January 2019

1. Groups within the town can apply to the fund. Those outside the town who can demonstrate direct benefit to the inhabitants will also be eligible to apply.
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. Groups will apply to the fund by completing the Barton-upon-Humber Town Council application form.
4. Groups will be expected to supply the following accompanying documentation:
 - 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. Please include any background information relevant to the application.
5. Closing dates for grant applications are 22 July 2019, 21 October 2019, 6 January 2020 and 20 April 2020. These are for consideration at finance meetings to be held on 29 July 2019, 28 October 2019, 13 January 2020 and 27 April 2020 respectively. Applicants will be notified accordingly, following the meeting applicable, regarding the request made.
6. Groups can apply once per financial year for funding of the same project/initiative.
7. All applications will be considered with regard 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 with the town council.
9. Where partnership funding is being sourced via external funding other than the town council, the council would wish to see that such funding has been secured prior to awarding a grant.
10. Retrospective applications (ie for projects already completed) 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.

Date: May 2019