

# Grant application information and application form

**Please read our terms and conditions before completing the form.**

## **Terms and Conditions for Grants 2024**

Each year Warminster Town Council allocates budgeted funds on anything which, in the Council's opinion, is in the interest of its area or part of its area, or in the interest of all or some of the inhabitants of that area. The grants must satisfy two criteria:

1. The Council must be satisfied that there is a direct benefit to its area or part of its area or to some or all of its inhabitants.
2. The Council must ensure that the direct benefit which will accrue to its area or inhabitants will be commensurate with the amount of expenditure.

Any grant will include a proviso that the recipient should attend the Annual Town Meeting to report on how the money has been used, or if this is not possible must provide the Clerk with a written report for the meeting.

## **Procedure**

The Town Council has agreed the following procedure:

1. That the Finance and Audit Committee will consider applications once a year and a local media advert will be placed at the appropriate time. Details will also be uploaded to the Council's website. The decision taken to award grants will be taken in June or at a meeting nearest to this month.
2. That the Clerk shall ensure that applications received have all the supplementary papers necessary, before reporting them to the Finance and Audit Committee.
3. That grants be made in accordance with the following criteria:
  - That there will be direct benefit to Warminster or part of the area or to some or all of its inhabitants.
  - That the direct benefit which will accrue to the area or inhabitants will be commensurate with the amount of expenditure.
  - That, with the exception of disaster fund appeals, no grants will be made to national based organisations unless they can show the proportion of direct benefit to the residents of Warminster.
  - That grants will only be made to individuals in exceptional circumstances.
  - The grant application must be applied for by an authorised member of the charity or organisation.
  - Only one grant per organisation will be given in any one council year and this will be limited to £2,500 per applicant. The council year runs from 1<sup>st</sup> April–31<sup>st</sup> March.
  - Any grant budget not allocated at the meeting in, or nearest to June, will be

available for allocation up to 31st March in the following year. This will be available only to new applicants who have not already been previously considered within that financial year.

- The Council does not usually fund activities or projects that it considers to be the prime responsibility of another Statutory Authority or government body. For example, schools. The Council will not usually be able to consider applications from schools for an activity that takes place within the school day. However, there may be instances where the Town Council can consider grants from organisations associated with a school and where there is a wider benefit beyond education alone.
  - There is conflicting legal advice as to whether Town Councils can make grants to Churches, so the Council is not inclined to make grants to Churches.
4. The above criteria will be sent to prospective applicants, with a request for a sight of their accounts, Equal Opportunities Policy, invoice or quotation for the project, details of other funding requests, Terms of Reference, Constitution and Memorandum and Articles if relevant.

### **Selection Process**

The Council will review each application provided that all supplementary information has been supplied.

The deadline date for submitting applications will be advertised on the Council Website and at Council Offices. Incomplete forms will not be considered. Please ensure that you also include, in your application, evidence of your group's accounts, your Terms of Reference, invoices or quotes for what you are using the grant for, your Equal Opportunities Policy and your group's constitution. At the end of the application form, please tick that you have included them in your application.

Payments will be issued as soon as possible once the grant has been approved.

### **Specific Grants – These are for grants larger than £2,500.**

Because the grants are so large, the Council makes special budget provision for them. They operate on a different timescale to other grants. Examples of specific grants awarded in the past are: Inspire, the Wobble, the Carnival, the Community Hub. If you would like to apply for a grant larger than £2,500, please contact the town council.

Once the application is complete, please fill in the check list on page 5.



# Warminster Town Council

## Grant Application Form

### 2024

#### How to use this form:

This form can be printed and completed by hand or filled in electronically.

If you would like any advice or guidance about filling in this form, please contact Warminster Town Council.

Telephone: 01985 214847 or email: [admin@warminster-tc.gov.uk](mailto:admin@warminster-tc.gov.uk)

Name of organisation	
Name and address of the person making the application on behalf of the organisation	
Position held in organisation	
Signature	
Telephone	
Email	
In order to receive a financial grant, please provide: Bank account details  If you are successful, our preferred payment method is via BACS.	Bank name:  Name of/on account: (as it appears on your documentation)  Sort code:  Account number:
Registered charity number if applicable	

**Briefly** describe the aims and objectives of your organisation/group.  
Include details of the services, projects, activities that you currently offer/run.

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Please give details of what you want to buy with/use the grant for.

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Please give specific costings of how much you wish to apply for up to the maximum of £2,500

What is the total cost for the equipment/activity/project you are applying for?  
(attach/include quotes if possible)

£

Amount of grant requested from Warminster Town Council.

£

Amount of other grants applied for, or money raised already (if any)

Grant provider:

Amount asked for:

£

£

£

£

Other fundraising amount

£

What is the annual expenditure of your organisation?

£

What is your current (at year end) financial balance including reserves?

£

Please detail how your project gives direct benefit to the community of Warminster, which demographic/group you are targeting, what you hope to achieve and how you will endeavour to achieve it.

What is the timescale for your equipment purchase/activity/project?

Please tick boxes to show which documents you are including with your application.

Accounts ☐

Terms of Ref ☐

Constitution/M&A's ☐

Equal Opportunity Policy ☐

Invoice /Quote ☐

Please return your application form with the documents as listed as soon as possible & for arrival before the publicised closing date.

When completed, this form together with supporting documents should be sent to:

Warminster Civic Centre  
Sambourne Road  
Warminster  
Wiltshire  
BA12 8LB

Email: [admin@warminster-tc.gov.uk](mailto:admin@warminster-tc.gov.uk)

Tel: 01985214847