

STROUD TOWN COUNCIL

GRANT APPLICATION - GUIDELINES & CONDITIONS FOR APPLICANTS

OBJECTIVE

The objective of Stroud Town Council's Grants Programme is to support and encourage a diverse range of youth and community activities, initiatives and events that meet the needs of Stroud Parish residents. We particularly look at supporting activities that build the capacity of community groups to support themselves.

To achieve this we provide grants to organisations up to £500. Organisations requiring larger funding need to make an approach to the Town Clerk. Applications must be received no later than 2 weeks before the Grants Committee meeting. Decisions over support are made by the Town Council's Grant Applications committee, within about 3 months (depending on our schedule of meetings).

The Council will :-

1. assist in a one-off way (e.g. in supporting, say, an elderly persons luncheon club, the Council would avoid helping with day to day cost but may consider a grant towards the cost of purchasing crockery and cutlery),
2. not enter into open ended agreements,
3. consider being a secondary source where another prime agency with special expertise exists (an example would be an application from a Youth Club for a project which has gained the support of the County Youth Service),
4. not become a source of income for bodies which otherwise would be provided for by statutory agencies,
5. encourage applicants to also apply to other Parishes if the proposal benefits residents of those Parishes as well as Stroud Town residents,
6. only pay cheques to recognised or known organisations. (new organisation can ask an established organisation to accept and administer the grant, please include their written approval, or ask for the cheque to be made out to a Venue if appropriate e.g. The Subscription Rooms),
7. consider applications more favourably if the organisation receives match funding from other agencies or from their own fund-raising. (A grant decision can be made in principle, subject to the receipt of match funding),
8. not provide additional small grants to groups who are already being funded by our main body (Recreation & Finance Committee),
9. look favourably on grant applications that meet our current priority areas.

The Applicant should:

1. explain how the grant will be used,
2. be an organisation, rather than an individual. This can be as simple as an ad hoc committee of at least 3 members,
3. not seek to benefit any of its members financially nor be involved only in self promotion,
4. as an organisation, be open to new members, if appropriate, who agree with their principles,
5. give as much relevant financial detail as possible, both about your application and your organisations annual income and expenditure,
6. indicate the full scope of the projects and details of the group(s) who will benefit from the grant. Please note that the grant has to benefit the people of Stroud Town rather than non- residents or just the members of your organisation,
7. if practical, have an Equal Opportunities Policy. (sample one is available from the Town Council),
8. should have regard to the Council's Environmental Policy. A copy is available from the Council office,

Other Conditions:

1. Full credit must be given to Stroud Town Council in programmes, advertising, etc. Under normal circumstances applications for events should be made a minimum of 3 months before the event.
2. A report back confirming the use of the grant and the success (or otherwise) of any project supported, must be given within 2 months of any event or financial year end.
3. In order to safeguard the best interests of its parishioners, the Town Council reserves the right to investigate any activity which they agree to support and if necessary take action to recover any money that has not been spent according to the application.
4. Grants for events:
 - applicants must include a breakdown of anticipated income and expenditure, including grants and donations,
 - accounts for the event must be submitted within 20 days,
 - repayments required must be made within 30 days of the event.
5. Events organisers should consider whether Public Liability Insurance is required.

Please address applications to: **The Town Clerk, Stroud Town Council, Thanet House, 58 London Road, Stroud, GL5 2AD.** Please enclose as much information as possible, to enable the Committee to come to a decision more quickly.