

Stroud Town Council Grants and Funding

General Guidance and Conditions

Applicable from April 2020

Stroud Town Council offers a range of grant funds in order to support and encourage events, organisations and projects which benefit the community in Stroud.

This guidance provides information to assist applicants to prepare applications. Decisions on grant awards are made by our Finance and Policy or Environment Committees – meeting dates are published on our website. Please note that **applications must be received no later than 3 weeks before the relevant meeting.**

As our grant funds are often oversubscribed, we recommend that you explore as many other funding opportunities as you can, to ensure that we can support as many groups and projects as possible.

All of our grant programmes favour applications for support for activities that build the capacity of community groups to support themselves. In addition the Council is keen to promote tolerance, inclusivity and social justice, including projects that fight and prevent racism and xenophobia.

We recommend that you look at the comprehensive list of grant funding available in Gloucestershire published on the Gloucestershire VCS Alliance website, where you can also sign up for regular updates.

Please read the whole of this guidance before you start an application. If you cannot find the information that you need please contact us at council@stroudtown.gov.uk or telephone 01453 762817.

Who we will fund:

- Registered Charities
- Charitable Incorporated Organisations
- Community and Voluntary Groups set up and run by a voluntary, unpaid management committee
- Not-for-profit limited companies and Community Interest Companies, with two or more directors
Companies limited by shares are only eligible to apply if the grant is treated as restricted and will not make a profit for the organisation.

Who we will not fund:

- individuals, or appeals supporting an individual
- sole traders
- companies that can pay profits to directors, shareholders or members (including Companies Limited by Shares)
- local authority maintained, grant maintained, academy and private schools, or care services

- organisations based outside the UK
- applications from one organisation on behalf of another
- community organisations that have a closed or restricted membership.
You may be required to provide a copy of your constitution or memorandum and articles of association (if a company) or rules or other evidence to show how members join and how decisions are made.

Things we do not fund:

- events or activities where only a minority of the beneficiaries live in Stroud parish.
(We will however consider a contribution to the cost if you can demonstrate that you have also made an application to other relevant parish councils, whether successful or not.)
- existing staff posts or organisational costs
- additional grants to groups for services that we are already funding, e.g. through a service level agreement
- general appeals
- political groups or activities promoting political beliefs
- religious groups or activities promoting religious beliefs
- projects that may take place before an application can be decided
- equipment or other costs that have already been purchased or incurred prior to the application being considered
- costs associated with air travel
- repeat applications – if you have already received a grant you may not reapply until the following financial year

General conditions

- Your application must include a copy of your most recent audited accounts, including a breakdown of salary costs
- Your organisation must have its own bank account.
(For new organisations applying for a Small Grant we may consider paying the grant to an established organisation that is prepared to accept and administer the grant on their behalf – written confirmation is required; or we may consider paying for venue hire direct, e.g. The Subscription Rooms.)
- Where your project involves working with children, young people or vulnerable adults, you must adopt and implement an appropriate written safeguarding policy and provide a copy with your application
- You must comply with all statutory laws and regulations relating to the work they will deliver, including, but not limited to:
 - health and safety
 - data protection
 - equality
- You must maintain adequate insurance at all times and we may ask you to send us copies of your policies. This includes employee and public liability

insurance and insurance that covers the full replacement value of any assets you have purchased using the grant.

- Where funding is provided for events and activities taking place on Council-owned premises or land you must comply with our booking procedures, health and safety and insurance requirements or those of our tenants (Lansdown Hall and the Subscription Rooms).
- Only one application per organisation may be submitted at each meeting.
- You will be required to submit a report including details of how the grant funding was spent within 3 months of the completion of the funded activity.
- Full credit must be given to Stroud Town Council for the grant in any programmes, advertising or other promotion of an event or activity for which funding has been provided. The Council's logo may be used for this purpose.
- Any part of the grant that is not used for the original purpose of the application within the agreed timeframe must be returned immediately to the Council.