

Swanage Town Council



GRANT APPLICATION FORM AND GUIDANCE NOTES

GUIDELINES FOR APPLICANTS

Please read these notes carefully before completing the application form.

1. Swanage Town Council provides an annual budget of £10,000 available for grants and donations. In order to ensure a wide distribution of funds, grants will usually be for sums of less than £500. Larger grants may be considered in exceptional circumstances. In all cases applicants will be required to demonstrate financial need, and the sum requested must be commensurate with the direct benefit obtained.
2. Please complete the attached application form as fully as possible. If there is insufficient space on any part of the application form, please attach a separate note. The Council welcomes any additional supporting information that you believe will assist your application. Any application not on the approved form cannot be considered. Applications that are applying retrospectively cannot be considered.

Applications will only be considered from community groups and organisations that are a properly constituted body. This may include a group or organisation with charitable purposes, a charity, or a not-for-profit company.

Applications will not be considered from grant-gifting organisations, i.e., those who allocate grants to others, profit-making organisations and companies, or individuals.

3. Requests for grant aid should be consistent with the Town Council's statement of policies and objectives (see www.swanage.gov.uk/Policies.aspx) and will normally only be considered from the following:
 - 3.1 A charity based in and/or operating within the boundaries of the civil parish of Swanage. National and regional charities must demonstrate direct local benefits.
 - 3.2 A non-profit making organisation serving the needs of Swanage or its residents.
 - 3.3 Residents of Swanage requesting grant aid with a capital project to provide benefit to a wider group.
 - 3.4 A club, association or organisation serving all or part of the Swanage community.
 - 3.5 Organisers establishing new festivals and events, which will bring an economic, cultural, or other demonstrable benefit to the town.
 - 3.6 The Council will not provide grant aid to individuals, for the support of any political group, or to organisations that are socially exclusive (i.e., where there are restrictions on membership inconsistent with equal opportunities).

4. Applications for grant aid that do not meet the criteria set out in 3.1 to 3.6 above may be considered in special circumstances, but the Council cannot make grants retrospectively. If you wish to discuss a potential application please contact the Town Clerk either by telephone on 01929 423636, or e-mail admin@swanage.gov.uk
5. Together with this application form you should also supply the following information:
 - A copy of the last audited annual accounts or, in the case of smaller organisations, a recent income and expenditure statement authorised by a qualified accountant.
 - A business plan or strategy that includes a clear understanding of the organisation's operating environment, risk exposure, and projected income and expenditure.
 - A minute of the meeting of the organisation stating the purpose of the funding request and authorising the application.
 - Payments will not be made to individuals or private bank accounts. Please include the name and details of the account that any grant will be paid into (must be in the name on the application form).
 - Applications must take into consideration the impact on climate and environment and show a commitment to comply with the Town Council's Environment Policy and Action Plan.
6. Applications will normally be considered annually as part of the Council's budget setting process. The deadline for submission is the **31st December** for grants to be paid in respect of the forthcoming financial year, from 1st April. However, if funding remains available, requests may be considered at any stage during the financial year.
7. Applications will be assessed on the basis of the information supplied, against the following criteria: whether the grant will support the Town Council's policies and objectives; how well the grant will meet the economic, cultural, environmental, social or other needs of the community; availability of alternative funding; extent of fundraising activity by the applicant(s); previous grant aid from the Town Council.

The Council reserves the right to request further information and supporting evidence.

Grants may be paid over a three-year period.

The length of the grant period will be at the discretion of The Council.

8. The decision of the Town Council is final. If your application is successful you will receive written confirmation of your award. You must sign a form accepting the Council's terms and conditions and will be expected to acknowledge Council support in all communication with the media.
9. Any grant not utilised within 12 months for the original purpose must be returned to the Town Council.

SWANAGE TOWN COUNCIL

SMALL GRANT APPLICATION FORM

1.	Name of organisation/ applicant. If registered charity please supply charity no.	
2.	Name and address of responsible officer who should be contacted regarding this application.	Name Address Tel. No: Email:
3.	Address where activities are based.	
4.	What area and/or part of the community is served?	

5.	<p>Are there any other similar facilities or services provided in the area/district?</p>	
6.	<p>Please describe the aims and objectives of your organisation and state how it currently benefits the parish and/or residents of Swanage?</p> <p>Please continue on a separate sheet if necessary.</p>	
7.	<p>Present charges/ subscription/fees. Please attach schedule if available.</p>	
8.	<p>Are there any proposals to charge or introduce charges, subscriptions or fees? If so, please advise effective dates.</p>	

9.	<p>Details of the project or service to be provided and how it will benefit the parish or community. Please estimate the number of beneficiaries.</p> <p>Please continue on a separate sheet if necessary.</p>	
10.	<p>a) Proposed starting date of project or service.</p> <p>b) Estimated completion date.</p>	
11.	<p>Please give details of the cost of the project or service.</p>	

12.	Please give details of other grants awarded or applied for and sums raised through fundraising activities.	
13.	Amount of grant requested from the Town Council. Bank account details of the organisation/applicant.	<p>£</p> <p>Sort code:</p> <p>Account number:</p> <p>Account name:</p> <p>Bank name and address:</p>
14.	Describe how the project will be financially sustained in the future.	

15.	<p>Any other relevant information.</p> <p>Please continue on a separate sheet if necessary.</p>	
	Date:	Name: Signed:

Please return your completed form by post or email to:

**Town Clerk
 Swanage Town Council
 High Street
 SWANAGE
 BH19 2NZ
 Email: admin@swanage.gov.uk**