



STRATFORD-UPON-AVON TOWN COUNCIL

INITIATIVES

The Town Council aims to involve the community in identifying local needs and will endeavour to facilitate and collaborate with partner organisations with projects and initiatives that are of benefit to the community.

Stratford-upon-Avon Town Council Initiatives have been established using public money and applicants are requested to note that all applications will be considered openly and transparently by the Council's Community Services Committee in Open Session, before being ratified by full Town Council. The amount of funding allocated to successful applications will be published and appear on the Council's website.

Applications should include evidence of seeking partnership funding.

Applications will be assessed in accordance with the following criteria:

- Located within the Stratford-upon-Avon town boundary
- Benefits the majority of Stratford-upon-Avon
- Degree of civic pride, public involvement or community development
- Equal opportunities
- Impact on crime and disorder
- Leisure and community activities
- Partnership working and collaboration
- Support of services for the residents of Stratford-upon-Avon
- Climate Change/Sustainability

Successful applicants will be expected to provide the Town Council with an assessment of the project or initiative. This must be in the form of a written statement, and possibly a short verbal presentation to the Community Services Committee. A completion report will also be required once the project is completed.

GENERAL GUIDANCE NOTES

- 1) Applications should be made for projects which will be of benefit to the community within the Stratford-upon-Avon town boundary.
- 2) Applications will not be considered for repairs or improvements to the fabric and / or infrastructure of a building.
- 3) Applications from individuals will be considered providing the applicant can demonstrate that their project or initiative will benefit the wider community or organisation of which they are a member, and not just the individual concerned.
- 4) Where a project or scheme is subject to applications to other funding sources e.g. Town Trust, lottery, other local authority, the application must be supported by appropriate details of other potential funding revenue. We would expect partnership funding and proof of this will be required.
- 5) Projects will not be funded if they are eligible for funding through conventional statutory means by a local authority or agency, unless there is evidence that the service is to be cancelled or reduced. The Town Council will require confirmation of matched funding or an agreement with other agencies to meet on-going costs after the initial contribution from the Town Council. Where this is the case, applications should be supported with details of third party funding.
- 6) Applications should be supported with a current business plan and where possible accounts of the relevant organisation for a period of two financial years prior to the date of application.
- 7) Applications will only be considered for 'not for profit' organisations.
- 8) The Town Council no longer makes small monetary grant awards, which is a role undertaken by the Town Trust.
- 9) Applications must be made on the relevant application form.
- 10) New applicants can apply at any time but, due to the working nature of Stratford-upon-Avon Town Council's budgeting process, any funding for successful applications would not be awarded until the next financial year starting in April.

Completed application forms and any supplementary sheets should be sent to the address below by no later than September of the year you are applying. If you require assistance completing your application, please contact the Town Council or a Town Councillor.

Town Clerk,
Stratford-upon-Avon Town Council,
Town Hall,
Sheep Street,
Stratford-upon-Avon,
Warwickshire,
CV37 6EF

Phone: 01789 269332

Email: support@stratford-tc.gov.uk

A copy of the Town Council's Privacy Notice should be provided with the initiatives application form. Please read the Notice and complete the following section, to be returned along with the completed application form.



I agree that I have read and understand Stratford-upon-Avon Town Council's Privacy Notice. I agree by signing the consent box below that the Council may process my personal information for providing information and corresponding with me.

Signed:

Please Print Name:

Date:



STRATFORD-UPON-AVON TOWN COUNCIL

INITIATIVES APPLICATION FORM

Please read the guidance notes before completing the application form. If you need assistance in completing your application, please contact a Councillor or the Town Council:

Phone: 01789 269332

email: support@stratford-tc.gov.uk

Ref	Description	Detail
1	Name or organisation	
2	Contact details of applicant Including full postal address, phone number and email address	
3	Project title	
4	Description of project Please refer to the criteria on the first page of this document and ensure you answer the following questions: How will your project benefit the community? How will the project be monitored and evaluated (what are your key performance indicators)? Please use a separate sheet of paper if necessary.	
5	Climate Change initiatives How is your project keeping in line with addressing the climate change emergency?	
6	Location of project	
7	Timetable for implementation (approximate dates)	Implementation: Completion:
8	Funding sources/partner organisations	

	Please give details of other funding agencies, either actual or potential, who are involved in this project, on a separate sheet if necessary.	
9	Funding/support requested from the Town Council Please give details on how this money will be spent. Feel free to use a separate sheet if necessary.	Total amount applied for £
10	When would payment be preferred? Initiatives involving awards for funding will be paid in the following financial year starting in April through to the following March.	
11	Project timeline If applicable, please state the plans you have for ongoing projects beyond the period supported by the Town Council. If applicable, please also provide a 3-year or 5-year project plan.	
13	How will the support of the Town Council be acknowledged? e.g., website, social media, newsletter, publicity material, etc.	

- If you consider any of the above questions are not applicable to your project, please feel free to say so.
- It is incumbent on the applicant to advise the Council of any funding that may be awarded from other agencies after its submission of an application for support to the Town Council.
- Any support awarded from the Town Council may be rescinded if knowledge of other grant applications is withheld from the Council.
- Any grant awarded from the Town Council must be acknowledged by the recipient and mentioned in publicity material relating to the project where appropriate.

Signature of Applicant

Date

Applications should be submitted by the beginning of September, ready for the start of the annual budget process. Applicants will be notified of the outcome of their application in February, after the final budget has been approved by Council in January. Initiatives involving awards for funding will be paid in the following financial year starting in April, through to the following March.

Application assessment will be conducted in open session with outcomes published. Council will only use personal information supplied in relation to this application for this purpose and will only hold your information for as long as necessary to fulfil that purpose. Council will not pass your information to any other parties.