



STRATFORD-UPON-AVON TOWN COUNCIL

GRANTS AWARDS

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

The Grants Awards 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 Finance & Scrutiny Committee in Open Session. The amount of funding allocated to successful applications will be published and appear on the Council's website.

Applications will be assessed in accordance with the following criteria:

- 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
- Sustainability

Few applications will meet all the above criteria but those that can demonstrate at least some of them, are likely to receive favourable consideration.

Successful applicants may be expected to provide the Town Council with an assessment of the project or initiative. This can be in the form of a written statement, or a short verbal presentation to the Finance & Scrutiny Committee. A completion report or verbal feedback 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 from applicants outside Stratford-upon-Avon boundary.
- 3) Applications will not be considered for repairs or improvements to the fabric and / or infrastructure of a building.
- 4) 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.
- 5) Where a project or scheme is subject to applications to other funding sources i.e. Town Trust, lottery, other local authority, the application must be supported by appropriate details of other potential funding revenue.
- 6) 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.
- 7) Preferably, applications should be supported with accounts of the relevant organisation for a period of two financial years prior to the date of application. If you do not have audited accounts, your grant will need to be supplemented by a current business plan and administered or supported by an established organisation, to whom the grant will be paid on your behalf.
- 8) Applications will only be considered for 'not for profit' organisations.
- 9) As the Town Council no longer makes small monetary grant awards, which is a role undertaken by the Town Trust, applications for grants under £25,000 should relate to free use of the Town Hall for local community events.
- 10) Applications must be made on the relevant application form.

Completed application forms and any supplementary sheets should be sent to the address below by no later than 7 August 2020. If you require assistance completing your grant 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

Tel: 01789 269332 / 07342 110112

email: grants@stratford-tc.gov.uk

A copy of the Town Council's Privacy Notice should be provided with the grant 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

GRANTS APPLICATION FORM

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

Phone: 01789 269332

email: grants@stratford-tc.gov.uk

Ref	Description	Detail
1	Name or organisation	
2	Contact details of applicant Including full postal address, telephone number and e-mail address	
3	Project title	
4	Description of Project Type of project and what it is for e.g. the Provision of weekly arts led sessions for adults with learning difficulties.	
5	Location of Project Please indicate which Ward or what area of the town the project refers.	
6	Funding Required Please provide an itemised breakdown of how the money will be spent, on a separate sheet, if necessary (not applicable for 'free use of the Town Hall' applications).	Total amount applied for £
7	Grant payable to whom Name of organisation or group, not an individual	
8	Partner organisations or other groups involved. Please give details of other funding agencies, either actual or potential, who are involved in this project, on a separate sheet if necessary.	

9	Other Funding Sources Please give details of other funding sources and amounts, either actual or potential, on a separate sheet if necessary.	
10	Evidence of benefit to the community Please indicate the target group which will benefit, and what problem or need the project will address.	
11	Who will monitor the project? (control of budget) Who will be responsible for managing and administering the project?	
12	How will the project be monitored and evaluated?	
13	Timetable for implementation (approximate dates)	Implementation: Completion:
14	Sustainability State the plans you have for ongoing projects beyond the period supported by the Town Council grant. Please provide a 3 year or 5 year business plan.	

- 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 grant that may be awarded from other agencies after its submission of an application for grant to the Town Council.
- Any grant 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

Applicants will be notified of the outcome of their application in October. Grants involving awards for funding will be paid in January.

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.