



LEDBURY TOWN COUNCIL

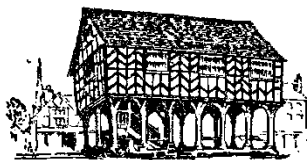
DONATION AND GRANTS POLICY

Date Created: 30/09/2010

Date Reviewed: 29/09/2016

Updated: 2019

Next Review: 2021



LEDBURY TOWN COUNCIL

DONATIONS / GRANTS POLICY

- 1) The sum set aside each financial year for donations, is to be recommended annually by the Finance Committee and agreed annually at the Full Council meeting in which the precept is sent.
- 2) All applications for donations must be made in writing and submitted to the Clerk.
- 3) All grant applications must be decided by a Full Council meeting after recommendation by the Finance Committee.
- 4) Ledbury Town Council must satisfy itself that the grant will benefit the area and a significant number of residents. Ideally there should be clear evidence of local need or demand for the proposed project / activity.
- 5) Each application must be accompanied by the required supporting documents.

DONATIONS / GRANTS CONDITIONS

- 1) Grants will not be:
 - a. awarded to individuals.
 - b. made retrospectively.
 - c. awarded to fund activities of a political nature.
 - d. awarded to organisations that make, or attempt to make, profit for the benefit of their members or owners.
- 2) All applicants receiving a grant will be requested to provide an End of Project Report within 3 months of the project completion. (Unless agreed otherwise, projects should be completed within 1 year of a grant offer).
- 3) All grants are awarded at the Town Council's discretion. Ledbury Town Council's decision is final and there is no right of appeal.
- 4) Successful grant recipients will be asked to attend the Town Council offices to receive their grant and to consent to a photograph to be used as part of a press release publicising the award.
- 5) The Council reserves the right to recall any grant given to an organisation which ceases to operate during the council's financial year in which the grant has been given.
- 6) The Council will take action and will terminate the grant if evidence is presented of dishonesty or negligence on the part of the recipient which could bring the Council into disrepute.
- 7) Application timescales:
 - a. Multi-year applications must be received before 1-Sept of the year before the grant is requested to start.
 - b. Over £500 applications must be received before 1-Sept or 1-Feb of the year in which the grant is requested.

- c. Under £500 applications can be submitted at any time of year.

Multi-Year Support

Grant Application Form

1. Tell us about your organisation¹

Contact Name:		
Position:		
Organisation:		
Contact Address:		
Telephone Number:		
E-mail:		
Status of Organisation: (delete as appropriate)	Profit / Not for Profit / Charity / Company Other (specify):	
Charity/Company No. (if applicable)		
How long has your organisation been in existence? (please ☒)	Less than 1 year	
	1-5 years	
	More than 5 years	
What does your organisation do?		

¹ Data will be held in accordance with Ledbury Town Council's data privacy policy a copy of which can be found on our website.

2. Tell us what support you need

Which one of the following five areas best fits your group's area of interest?	Sport ☐ Arts ☐ Health ☐ Environment ☐ Youth ☐
Who will benefit from your activities?? (please tell us what groups will benefit and approximately how many people will benefit in total)	
What evidence do you have of local need/demand for your services? (This might be survey work or statistical evidence)	
What support have you received ? (Please tell us about any expressions of support you have received from outside your organisation)	
How will your service be delivered and how will success be monitored?	
How will your organisation acknowledge the Town Council's funding support?	
Do you work with other Ledbury groups or would you be open to doing so in future?	

3. Tell us how you plan to fund your project

Amount requested from Ledbury Town Council.	Year 1 £ Year 2 £
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	Year 3 £
Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and for what?	

Please list any applications you have made for funding from other organisations.

Organisation	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)

4. Further information provided in support of your application

Information	Enclosed (please tick)	Office Use Only (Initial to confirm documentation complies with the requirement)
A copy of your organisation's most recent bank statement (required)		
A copy of your constitution and list of appointed officers (or similar document showing the organisation's status)		
A copy of your organisation's committee and meeting structure		
A copy of your organisation's latest set of accounting statements (if any exist)		
Copies of any letters of support for your project		

5. Declaration by the applicant

I/we declare that, to the best of my/our belief, the information given on this application form and in any enclosed supporting document is correct.

I/we accept the following:

- (i) That any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered.**
- (ii) That any grant offered will be used only for the purposes set out in this application.**
- (iii) That we will provide annual reports on project progress along with a copy of the annual report for our organisation.**
- (iv) That we will provide a grant closure report for the project within 3 months of the end of the funding period.**

Should any grant offered not be used in accordance with the terms and conditions set by the Town Council, we undertake on behalf of the organisation to repay the outstanding amount to Ledbury Town Council on demand.

Signed:	
Name (s):	
Date:	

Please return completed form to:

Clerk to the Council
Town Council Offices
Church Street, Ledbury
Herefordshire HR8 1DH
Email: Admin@LedburyTownCouncil.gov.uk

Funding Request of more than £500

Grant Application Form

2. Tell us about your organisation²

Contact Name:		
Position:		
Organisation:		
Contact Address:		
Telephone Number:		
E-mail:		
Status of Organisation: (delete as appropriate)	Profit / Not for Profit / Charity / Company Other (specify):	
Charity/Company No. (if applicable)		
How long has your organisation been in existence? (please ☒)	Less than 1 year	
	1-5 years	
	More than 5 years	
What does your organisation do?		

² Data will be held in accordance with Ledbury Town Council's data privacy policy a copy of which can be found on our website.

2. Tell us what support you need

Project title:		
Project duration (mm/yy):	Start:	End:
Which one of the following five areas <u>best</u> fits your group's area of interest?	Sport ☐ Arts ☐ Health ☐ Environment ☐ Youth ☐	
Who will benefit from the project? (please tell us what groups will benefit and approximately how many people will benefit in total)		
What evidence do you have of local need/demand for the proposed project/activity? (This might be survey work or statistical evidence)		
What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organisation)		
How will the project be managed and how will you measure its success?		
Please give key milestones for your project, including approximate dates.		
How will your organisation acknowledge the Town Council's funding support?		
Do you work with other Ledbury groups or would you be open to doing so in future?		

3. Tell us how you plan to fund your project

What is the total cost of the project?	£
Amount requested from Ledbury Town Council.	£
Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and for what?	

Please list any applications you have made for funding from other organisations.

Organisation	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)

4. Further information provided in support of your application

Information	Enclosed (please tick)	Office Use Only (Initial to confirm documentation complies with the requirement)
A copy of your organisation's most recent bank statement (required)		
A copy of your constitution and list of appointed officers (or similar document showing the organisation's status)		
A copy of your organisation's latest set of accounting statements (if any exist)		
Copies of any letters of support for your project		

5. Declaration by the applicant

I/we declare that, to the best of my/our belief, the information given on this application form and in any enclosed supporting document is correct.

I/we accept the following:

- (i) That any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered.**
- (ii) That any grant offered will be used only for the purposes set out in this application.**
- (iii) That we will provide a grant closure report for the project within 3 months of the end of the funding period.**

Should any grant offered not be used in accordance with the terms and conditions set by the Town Council, we undertake on behalf of the organisation to repay the outstanding amount to Ledbury Town Council on demand.

Signed:	
Name (s):	
Date:	

Please return completed form to:

Clerk to the Council
Town Council Offices
Church Street, Ledbury
Herefordshire HR8 1DH
Email: Admin@LedburyTownCouncil.gov.uk

Funding Request of £500 or less

Grant Application Form

3. Tell us about your organisation³

Contact Name:	
Position:	
Organisation:	
Contact Address:	
Telephone Number:	
E-mail:	
Status of Organisation: (delete as appropriate)	Profit / Not for Profit / Charity / Company Other (specify):
Charity/Company No. (if applicable)	
What does your organisation do?	

³ Data will be held in accordance with Ledbury Town Council's data privacy policy a copy of which can be found on our website.

2. Tell us what support you need

Project title:		
Project duration (mm/yy):	Start:	End:
Which one of the following five areas <u>best</u> fits your group's area of interest?	Sport ☐ Arts ☐ Health ☐ Environment ☐ Youth ☐	
What do you want to do, and why?		
How will your project be helpful to Ledbury?		
How will your organisation acknowledge the Town Council's funding support?		

3. Tell us how you plan to fund your project

What is the total cost of the project?	£
Amount requested from Ledbury Town Council.	£
Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and what for?	

4. Further information provided in support of your application

Information	Enclosed (please tick)	Office Use Only (Initial to confirm documentation complies with the requirement)
A copy of your organisation's most recent bank statement (required)		
Copies of any letters of support for your project		

5. Declaration by the applicant

I/we declare that, to the best of my/our belief, the information given on this application form and in any enclosed supporting document is correct.

I/we accept the following:

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- (ii) That any grant offered will be used only for the purposes set out in this application.**
- (iii) That we will provide a grant closure letter within 3 months of the end of the funding period.**

Should any grant offered not be used in accordance with the terms and conditions set by the Town Council, we undertake on behalf of the organisation to repay the outstanding amount to Ledbury Town Council on demand.

Signed:	
Name (s):	
Date:	

Please return completed form to:

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