LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY
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6 November 2026

To: All Councillors

Dear Councillors

You are invited to attend a meeting of the Grants Working Party to be held on **Thursday, 12 November 2026 at 6.00 pm in the Jacobean Room, Council Offices, Ledbury**, for the purpose of transacting the business shown in the agenda below.

Yours faithfully

Angela Price
Town Clerk

A G E N D A

1. Apologies for absence

2. Declarations of Interests

To receive any declarations of interest and written requests for dispensations.

Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Ledbury Town Council Code of Conduct for Members and by the Localism Act 2011.

(Note: Members seeking advice on this item are asked to contact the Monitoring officer at least 72 hours prior to the meeting)

3. To review the councils grants policy and application form (Pages 204 - 247)

4. Grant Applications (Pages 248 - 272)

To give consideration to Grant Funding Applications Received

i. Ledbury FC Youth
ii. Ledbury Places
iii. Hereford Military Festival
iv. 1st Ledbury Brownies
v. Menopause

4. Date of next meeting

Distribution: - All Councillors (10)
Plus file copy

GRANTS WORKING PARTY	12 NOVEMBER 2026	AGENDA ITEM: 3

Report prepared by Angela Price – Town Clerk

REVIEW OF THE TOWN COUNCIL GRANTS POLICY AND GRANT APPLICATION FORMS

Purpose of Report

The purpose of this report is to consider a review of the Council's Grants Policy and associated Grant Application Forms to ensure they remain fit for purpose, reflect current best practice and provide a transparent, fair and consistent process for both applicants and Members when awarding grant funding.

Background

Ledbury Town Council provides grant funding each year to organisations whose activities benefit the residents of Ledbury. The current Grants Policy establishes the broad principles governing grant awards, whilst separate application forms are used for:

- Multi-Year Grant Applications
- Applications over £500
- Applications of £500 or less

Whilst these documents have served the Council well, they have evolved over a number of years and would benefit from a comprehensive review to ensure they continue to meet the Council's objectives and reflect current governance expectations.

The existing Grants Policy provides a sound basis for administering grant funding; however, a comprehensive review presents an opportunity to modernise the scheme, improve governance, simplify the application process and ensure that grant funding is directed towards projects that best support the Council's strategic priorities and deliver measurable benefits for the residents of Ledbury.

Legislative Background

When awarding grants, the Council must ensure that every award is supported by an appropriate statutory power. Local councils may only incur expenditure where Parliament has provided them with the legal authority to do so.

The Council should always seek to rely upon a specific statutory power where one exists. Examples include:

Statutory Power	Purpose
Section 144, Local Government Act 1972	Tourism and the promotion of the area.
Section 145, Local Government Act 1972	Arts, entertainment and cultural activities.
Section 19, Local Government (Miscellaneous Provisions) Act 1976	Recreational facilities.
Public Health Act 1875	Public conveniences, open spaces and public health functions.
Local Government Act 1972 (various provisions)	Community buildings, recreation grounds and other local authority functions.

Only where no other specific statutory power exists should the Council consider relying upon Section 137 of the Local Government Act 1972.

Section 137 is therefore regarded as a "power of last resort". It enables parish and town councils to incur expenditure for purposes that are in the interests of, and will bring direct benefit to, all or some of the inhabitants of the area, where no other statutory power is available. The Council must also be satisfied that the benefit obtained is commensurate with the expenditure incurred.

For the 2026/27 financial year, expenditure under Section 137 is limited to £11.60 per elector. The overall amount that the Council may spend under this power is calculated by multiplying the annual limit (£11.60) by the number of local government electors on the electoral register as of 1 April 2026. This statutory limit is reviewed annually by Government in line with inflation.

Unlike many larger parish and town councils, Ledbury Town Council does not currently hold the General Power of Competence (GPoC) under the Localism Act 2011.

To qualify for the General Power of Competence, a council must:

- have at least two-thirds of its total membership comprised of councillors elected at ordinary or by-elections; and
- employ a Clerk who holds an approved professional qualification, such as the Certificate in Local Council Administration (CiLCA).

Whilst the Town Clerk holds the CiLCA qualification, the Council has not consistently met the requirement for two-thirds of its Members to be elected due to the significant number of councillor vacancies that have existed since the 2023 local elections. Consequently, the Council is not currently eligible to adopt the General Power of Competence.

This means that every grant awarded by the Council must be supported by an identifiable statutory power. A revised Grants Policy should therefore require every report recommending a grant award to clearly identify the legislative power being relied upon. Where a specific statutory power exists, that power should always be

used. Only where no alternative statutory power can be identified should Section 137 be relied upon. It should be noted that the Clerk does currently provide this information within supporting reports.

Should the Council become eligible to adopt the General Power of Competence in the future, the Grants Policy can be reviewed again to reflect the wider discretionary powers available.

Introducing this requirement within the Grants Policy will strengthen the Council's governance arrangements, provide a clear audit trail for decision making and ensure that grant awards are made lawfully, consistently and transparently.

Section 137 does not prohibit grant funding being used towards salaries. The key question is what the salary is paying for, rather than whether it is a salary.

A grant awarded under Section 137 of the Local Government Act 1972 may lawfully contribute towards staffing costs where:

- there is no other statutory power available to support the activity;
- the funded post delivers a direct benefit to all or some of the inhabitants of the Council's area;
- the benefit is commensurate with the expenditure incurred;
- the Council is satisfied that the funding represents value for money; and
- the funding is awarded to the organisation, not to an individual employee.

Examples where it could be appropriate

✓ A community charity employs a Youth Worker delivering weekly activities for young people in Ledbury.
✓ A community transport organisation employs a Co-ordinator supporting elderly residents.
✓ A heritage organisation employs a Project Officer to deliver community heritage activities.
✓ A voluntary organisation employs a Community Support Worker providing services to Ledbury residents.

In each case, the Council would be funding the delivery of a community service, not simply paying someone's wages.

Examples where it would be difficult to justify

✗ Contributing towards an organisation's general administration without identifying the community benefit.
✗ Funding salary costs that relate primarily to fundraising or commercial activities.
✗ Funding staff who work predominantly outside Ledbury with only limited benefit to Ledbury residents.

Good practice

If the Council decides to fund staffing costs, it is recommended that the policy requires applicants to demonstrate:

- the role being funded;
- the proportion of the salary being requested;
- what activities the post will deliver;
- how many Ledbury residents will benefit;
- how outcomes will be measured;
- whether the funding is a one-off contribution or ongoing support; and
- how the post will be sustained once the Council's grant ends.

Why the Policy Should be Reviewed and Updated

There are several reasons why it would be beneficial to undertake a review.

1. Improve Transparency

Applicants should clearly understand:

- what projects the Council wishes to support;
- who is eligible to apply;
- what funding cannot be provided;
- how applications will be assessed; and
- what information is required before a decision can be made.

Similarly, Members should have clear assessment criteria to assist them in making consistent and evidence-based decisions.

2. Ensure Consistency

Although the current application forms request extensive information, there is no formal scoring or assessment framework. Introducing standard assessment criteria would ensure all applications are considered fairly and consistently.

3. Reflect Current Priorities

The Council has developed a number of priorities since the current policy was introduced. The Grants Policy should encourage projects that contribute towards:

- improving community wellbeing;
- supporting young people;
- enhancing the environment;
- promoting culture, heritage and tourism;
- encouraging volunteering;
- supporting community resilience; and
- strengthening partnerships within Ledbury.

4. Improve Financial Accountability

Whilst applicants currently provide supporting documentation and grant recipients are required to submit an end of project report, the policy could provide greater clarity regarding:

- eligible expenditure;
- ineligible expenditure;
- monitoring requirements;
- repayment of unused funding;
- record keeping; and
- circumstances where funding may be withheld or reclaimed.

5. Simplify the Application Process

The current application forms contain a significant amount of duplicated information.

A review could produce:

- one standard application form with sections that are completed depending upon the value of the grant requested; or
- two streamlined forms (Small Grants and Large/Multi-Year Grants).

This would reduce unnecessary duplication whilst ensuring the Council still receives sufficient information to make informed decisions.

Suggested Improvements

The revised policy could include the following sections:

- Purpose of the Grant Scheme
- Legal powers available to the Council
- Annual grants budget
- Types of grants available
- Eligibility criteria
- Organisations that are not eligible
- Eligible and ineligible expenditure
- Match funding expectations (where appropriate)
- Assessment criteria
- Application timetable
- Decision-making process
- Grant conditions
- Monitoring and reporting requirements
- Publicity requirements
- Clawback provisions where grants are not used appropriately
- Data protection and subsidy control considerations (where applicable)

Improvements to the Application Forms

The application forms could be updated to include:

- clearer guidance notes;
- a checklist of required documents;
- a declaration confirming compliance with safeguarding, equality and health and safety legislation where relevant;
- confirmation that the organisation has appropriate insurance;
- details of financial reserves;
- confirmation of bank account details;
- details of how the project will be sustained after Council funding ends;
- measurable project outcomes;
- environmental sustainability considerations where appropriate;
- risk assessment for larger projects;
- confirmation that no work has commenced before the application unless agreed by the Council.

The forms could also be designed in a more user-friendly format with improved layout, clearer questions and less duplication.

Assessment Framework

Members may wish to introduce a scoring matrix to assist with decision making.

Applications could be assessed against criteria such as:

Assessment Criteria	Example Weighting
Community Benefit	30%
Benefit to Ledbury Residents	20%
Value for Money	15%
Financial Need	15%
Deliverability	10%
Partnership Working	5%
Sustainability	5%

Whilst Members would retain discretion, the scoring framework would provide greater transparency and consistency.

Financial Implications

There are no direct financial implications arising from reviewing the policy. Any revised policy would continue to operate within the annual grants budget approved by Council.

Legal and Governance Implications

A revised Grants Policy would strengthen the Council's governance arrangements by:

- improving transparency;
- supporting consistent decision making;
- ensuring compliance with the Council's adopted financial regulations;
- reducing the risk of challenge from unsuccessful applicants; and
- providing clearer expectations for grant recipients.

Draft Proposed Policy and Application Form

Attached are two new draft documents for consideration.

Appendix A – Draft amended policy
Appendix B – Draft amended application form

Additional Information

Appendix C - Examples of other Grant Policies/Application Forms
Appendix D – Comments received from Councillor Wilkinson

Recommendations

1. That Members give consideration to the above information and the attached draft Grants Policy and Application form.

2. That Members consider whether grant applications received before Council approves any changes to the grants process and included on this agenda should be assessed under the existing process, under which they were submitted, or under the revised process, should it be approved.

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APPENDIX A

LEDBURY TOWN COUNCIL

COMMUNITY GRANTS POLICY

1. Introduction

Ledbury Town Council recognises the valuable contribution made by local voluntary organisations, charities and community groups in improving the quality of life for residents.

Each year the Council sets aside a budget to provide grants to organisations whose activities support the Council's strategic priorities and provide a direct benefit to the residents of Ledbury.

The purpose of this policy is to ensure that all grant applications are considered fairly, consistently, transparently and in accordance with the Council's statutory powers.

2. Purpose of the Grant Scheme

The Council aims to support projects and activities that:

- improve the quality of life of Ledbury residents;
- promote health and wellbeing;
- support children and young people;
- encourage community participation and volunteering;
- protect and enhance the environment;
- promote arts, culture and heritage;
- encourage tourism and the local economy;
- improve recreational opportunities;
- reduce social isolation;
- strengthen community resilience.

3. Statutory Powers

Ledbury Town Council may only award grants where it has the legal power to do so.

When considering applications, the Council will first seek to identify a specific statutory power that permits the expenditure.

Examples include (but are not limited to):

- Section 144 Local Government Act 1972 – Tourism
- Section 145 Local Government Act 1972 – Arts and Entertainment
- Section 19 Local Government (Miscellaneous Provisions) Act 1976 – Recreational Facilities
- Public Health Act 1875
- Local Government Act 1972 (other relevant provisions)

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Where no alternative statutory power exists, the Council may consider awarding a grant under Section 137 of the Local Government Act 1972.

Section 137 will only be used where:

- no other statutory power is available;
- the project benefits all or some of the inhabitants of Ledbury;
- the Council is satisfied that the benefit is commensurate with the expenditure incurred; and
- the Council remains within its annual Section 137 expenditure limit.

As Ledbury Town Council has not adopted the General Power of Competence, every grant award must be supported by an identifiable statutory power.

4. Funding Priorities

Priority may be given to projects that:

- demonstrate a clear benefit to Ledbury residents;
- address an identified local need;
- encourage partnership working;
- attract funding from other sources;
- represent good value for money;
- deliver measurable outcomes;
- promote equality and inclusion;
- support environmental sustainability.

5. Who May Apply

Applications will normally be accepted from:

- registered charities;
- charitable incorporated organisations;
- constituted voluntary organisations;
- community interest companies operating on a not-for-profit basis;
- sports clubs;
- youth organisations;
- residents' associations;
- community groups.

Applicants must normally have a constitution or governing document and a bank account in the organisation's name.

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6. Who Cannot Apply

Grants will not normally be awarded to:

- individuals;
- commercial organisations operating for private profit;
- political organisations;
- organisations promoting a particular political party;
- organisations whose primary purpose is religious worship (although community activities may be considered);
- organisations with unrestricted reserves that are considered sufficient to fund the project themselves.

7. What Can Be Funded

The Council may consider funding towards:

- equipment;
- community projects;
- events;
- environmental improvements;
- youth activities;
- arts and cultural activities;
- recreational activities;
- capital projects;
- revenue projects;
- project-specific staffing costs where these directly support services benefiting Ledbury residents.

Funding towards staffing costs will only be considered where applicants clearly demonstrate:

- the role being funded;
- the activities to be delivered;
- the proportion of salary costs requested;
- the benefit to Ledbury residents;
- how outcomes will be measured.

8. What Will Not Normally Be Funded

The Council will not normally fund:

- retrospective applications;
- loan repayments;
- political activities;
- party political campaigning;
- projects with no identifiable benefit to Ledbury;
- unrestricted donations;
- general operational deficits;
- contingency funds;
- activities that are the statutory responsibility of another authority.

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9. Assessment Criteria

Applications will be assessed against the following criteria:

- Community Benefit
- Benefit to Ledbury Residents
- Evidence of Need
- Value for Money
- Financial Need
- Deliverability
- Sustainability
- Partnership Working
- Match Funding
- Monitoring Arrangements

No applicant has an automatic right to funding.

10. Grant Streams

Grant Type	Value	Approval Process
Small Community Grant	Up to £500	Simplified application assessment
Community Grant	£501-£5,000	Full application with supporting evidence
Strategic or Multi-Year Grant	Over £5,000 or up to three Years	Detailed business case, outcomes, monitoring arrangements and annual review

11. Application Requirements

Applicants may be required to provide:

- completed application form;
- governing document;
- latest accounts;
- recent bank statement;
- project budget;
- quotations where appropriate;
- safeguarding policy (where relevant);
- insurance documentation (where relevant);
- equality policy (where appropriate);
- evidence of need.

The Council reserves the right to request additional information.

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12. Application Timetable

To enable the Council to effectively plan its budget and allocate funding fairly, applications will normally be considered in accordance with the following timetable:

- Small Grants (up to £500): Applications for grants of up to £500 may be submitted at any time during the financial year and will be considered by the Council (or the appropriate committee) at the next available meeting, subject to available budget provision.
- Main Grant Programme (over £500): Applications for grants exceeding £500 will normally be invited annually. The application process will usually open during August/September, with a published closing date. Eligible applications will normally be considered by the Council in October to inform the budget-setting process for the following financial year.

The Council reserves the right to amend the application timetable where necessary or, in exceptional circumstances, consider applications outside of the normal timetable where it is satisfied there are compelling reasons to do so.

13. Decision Making

All grant applications will be considered at a Grants Working Party prior to submission to Full Council for consideration.

Officer reports will identify:

- the statutory power;
- eligibility;
- assessment against the policy;
- financial implications;
- officer recommendation.

The Council reserves the right to:

- award the full amount requested;
- award a reduced amount;
- attach conditions;
- refuse the application.

The Council's decision shall be final.

Submission of an application does not guarantee funding and all awards are subject to the Council approving sufficient budget provision for the relevant financial year.

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14. Grant Conditions

Successful applicants must:

- use the grant solely for the approved purpose;
- acknowledge the Council's support in publicity where appropriate;
- retain financial records;
- provide monitoring information if requested;
- notify the Council of any significant changes.

The Council reserves the right to reclaim any grant where:

- false information has been provided;
- the grant is not used for its intended purpose;
- the project does not proceed;
- the recipient organisation ceases trading.

15. Monitoring

Grant recipients will be required to submit an End of Project Report within three months of completing the project.

The report should include:

- how the grant was spent;
- outcomes achieved;
- numbers benefiting;
- photographs where appropriate;
- copies of publicity;
- financial information if requested.

16. Review of Policy

This policy will be reviewed every three years, or sooner if legislation or Council priorities change.

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Appendix A

Assessment Matrix

Criteria	Weighting
Benefit to Ledbury Residents	25%
Community Need	20%
Value for Money	15%
Deliverability	10%
Sustainability	10%
Financial Need	10%
Partnership Working	5%
Environmental Impact	5%

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APPENDX B

LEDBURY TOWN COUNCIL

COMMUNITY GRANT APPLICATION FORM

Section 1 – Organisation Details

Organisation Name: ……..

Registered Charity Number (if applicable): …….

Company/CIO Number (if applicable): ……..

Contact Name: ……

Position: ……

Address:
……

…….

Telephone: ……

Email: ……

Website/Social Media: ……...

……..

How long has your organisation been operating?

☐ Less than 12 months
☐ 1–5 years
☐ More than 5 years

Section 2 – About Your Organisation

Please provide a brief description of your organisation.

……

……

……

……

……

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……

……

What are your main aims and objectives?

……

……

……

……

How many members or volunteers do you have? …….

How many Ledbury residents currently benefit from your activities? ……..

……..

Section 3 – Your Project

Project title: ……

Project start date: ……

Project completion date: ……

Please describe your project:

……

……

……

……

……

……

Why is this project needed?

……

……

……

……..

What evidence do you have of local need?

……

……

Who will benefit? ……

Approximately how many Ledbury residents will benefit? …….

What difference will this project make?

……

……

……

……

Section 4 – Strategic Outcomes

Please tick all that apply

☐ Community wellbeing
☐ Young people
☐ Older people
☐ Arts & Culture
☐ Heritage
☐ Tourism
☐ Environment
☐ Recreation
☐ Community Safety
☐ Inclusion & Equality
☐ Other

Section 5 – Financial Information

Total project cost: £……

Amount requested from Ledbury Town Council: £ ……..

How will the remainder of the project be funded?

……

……

……..

Funding Source	*Applied	*Secured	Amount
1.			
2.			
3.			

***Please tick where appropriate**

Section 6 – What will the grant pay for?

Tick all that apply

☐ Equipment
☐ Capital works
☐ Event costs
☐ Materials
☐ Venue hire
☐ Professional fees
☐ Training
☐ Staffing costs
☐ Other

If requesting staffing costs, please complete the following

Job title: ……

Salary contribution requested: ……

Number of hours: ……

How will the role directly benefit Ledbury residents?

……

……

……

……

Is this:
☐ New post
☐ Existing post

How will the post continue after Council funding ends?

……

……

……

…….

Section 7 – Community Benefit

How does this project benefit Ledbury residents?

……

……

……

……

How will you measure success?

……

……

……

……

How many people do you expect to benefit? ……...

Will the project continue after this funding?

☐ Yes
☐ No
If yes, how?

……

……

……

……

Section 8 – Partnership Working

Are you working with other organisations? Yes/N0

If yes, please provide details

……

……

Have you received support from any other organisations? Yes/No

If yes, please provide details

……

……

Section 9 – Previous Funding

Have you received a grant from Ledbury Town Council within the last three years?

☐ Yes
☐ No

If yes:

Year	**Amount**	**Purpose**

Did you complete your End of Project Report?
☐ Yes
☐ No

Section 10 – Supporting Documents

Please enclose copies of:

☐ Constitution
☐ Latest accounts
☐ Recent bank statement
☐ Project budget
☐ Quotations (where appropriate)
☐ Safeguarding Policy (if working with children or vulnerable adults)
☐ Public Liability Insurance
☐ Equality Policy (where applicable)
☐ Letters of support

Section 11 – Declaration

I confirm that:

☐ the information provided is accurate.
☐ the organisation agrees to abide by the Council's Grant Conditions.
☐ any grant awarded will only be used for the approved purpose.
☐ the organisation agrees to provide monitoring information when requested.
☐ the organisation will repay any grant not used for the approved purpose if requested by the Council.

Subsidy Control Declaration

Although most grants awarded by the Council are likely to fall outside the Subsidy Control Act 2022, applicants are requested to confirm whether the organisation undertakes any commercial activities.

☐ We do not undertake commercial activities.
☐ We undertake some commercial activities (please provide details).

……

……

……..

……..

Signed: ……..

Name: ……

Position: …….

Date: ……..

FOR OFFICE USE ONLY

Reference Number:
Date Received:
Officer:
Eligible Organisation?
☐ Yes
☐ No
Supporting Information Complete?
☐ Yes
☐ No
Statutory Power
☐ s137 LGA 1972
☐ s144 Tourism
☐ s145 Arts
☐ Other _____

Officer Comments

Assessment Score

Criteria	**H/M/L**
Benefit to Ledbury	
Community Need	
Value for Money	
Deliverability	
Sustainability	
Financial Need	
Partnership Working	
Relevant to Corporate Plan	

Officer Recommendation:
☐ Approve
☐ Approve with Conditions
☐ Refuse
Amount Recommended
£_____

Council Decision
☐ Approve
☐ Approve with Conditions
☐ Refuse
Amount Recommended
£_____

KINGTON
HEREFORDSHIRE

01544 23909
clerk@kingtontowncouncil.gov.u

We Give Grants for Good Local Causes

COMMUNITY GRANTS

Do you belong to a Voluntary / Community organisation based in Kington and working to benefit people who live here? Your organisation might be eligible for a grant from the Town Council to help with its work.

There are two Grants Round every year - we let the community know when the Rounds are open, by messages here, our Facebook page, posters in the town, and in the local press.

You can find a copy of the application form, check list and guidance notes below:

Application Form (/_UserFiles/Files/Community%20Grant%20Application%20Form%202026-2027.docx)

Guidance Notes

(/_UserFiles/Files/Checklist%202022-3.docx)Checklist (/_UserFiles/Files/Checklist%202026-27.docx)

Ethical and Environmental Policy
(/_UserFiles/Files/Ethical%20and%20Environmental%20Policy%20%20Kington%202019%20Approved%202.12.2019.docx)

Poster (/_UserFiles/Files/Poster%20-%20grants%20Oct%202026.docx)

Please ensure your application is received by the Town Council no later than midday on Friday 16th October 2026 or by midday on Monday 8th March 2027. Your application can be emailed to clerk@kingtontowncouncil.gov.uk or posted to: Kington Town Council, The Old Police Station, Market Hall Street, Kington, Herefordshire HR5 3DP.

Grants can be awarded to new and existing organisations.
Each application will be considered on its own merit and grants will not necessarily be available to you every time you apply. We have a limited budget for grants and the total funding requested usually exceeds the total funds available.

We do not give grants to national organisations unless they have a locally-based group.

Contact clerk@kingtontowncouncil.gov.uk with any queries.

Kington Town Council

Old Police Station,
Market Hall Street, Kington, HR5 3DP

Application for a grant from Kington Town Council

Please fill in all sections as appropriate on behalf of your organisation. Should you wish to expand on an answer, please enclose additional information separately.
We only allow one project per application.
When completed please return this application form by email to: clerk@kingtontowncouncil.gov.uk or by post to The Town Clerk, Kington Town Council, Old Police Station, Market Hall Street, Kington HR5 3DP
Please make sure you sign and date the declaration at the end of this form.

Section one: your organisation

Organisation's name?
Please tell us who your officers are

Your main contact

Name Position or office held in organisation Address   Phone: email

Have you obtained or applied for funding from other funders for any items?

How will this project benefit Kington and its residents? Are there any particular groups of residents who will benefit, such as age ranges, abilities, or people in a specific area?

When do you plan to start and finish your project?	
When your project has ended, what do you hope to have achieved?	

Thank you for your application.
Please make sure that you have read the Guidance Notes and that your application complies with the notes. Complete the Grant Checklist, enclose all the information required, and sign the Declaration below.

Declaration

I declare that the information given is correct and I agree to adhere to the conditions laid out in Kington Town Council's Grants Policy.

On behalf of_____
I accept the conditions in Kington Town Council's Grants Policy

Signed_____

Dated_____

Please note:
Completion of this form does not necessarily mean that a grant application will be successful in part or whole.

Incorrect or incomplete forms will be returned to you for completion: please ask a Councillor or member of staff for help if you are unsure of anything.

LEOMINSTER TOWN COUNCIL

GRANT CRITERIA 2025/26

GRANT CONDITIONS

1. Applications will not be considered from individuals under any circumstances.
2. Applications will not be considered from organisations intending to support or oppose any particular political party, or to discriminate in any way (e.g. on grounds of race or religion, etc.)
3. Applications will not be considered from private organisations operated as a business to make a profit or surplus.
4. Applications will not be considered from “upwards funders", i.e. local groups whose fund-raising is sent to their central headquarters for redistribution.
5. Applications will not normally be considered from national organisations or local groups with access to funds from national "umbrella" or "parent" organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.
6. Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project.
7. Applications from education, health or social services establishments will be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community.
8. The organisation must have clearly-stated aims and objectives.
9. The organisation must provide a written Constitution that has been formally adopted by the members of that organisation, or similar document of agreement between individuals where their association is less “formal”.
10. The organisation must provide, or propose to provide, an activity or service that is considered to be clearly needed by the local community or by a particular group of residents.
11. The organisation is required to submit audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous two financial years or, in the case of a newly-formed organisation or less formal group, a comprehensive budget and business plan.
12. The organisation is required to have a bank account in its own name with at least two authorized representatives required to sign each cheque, or similar demonstrable financial control system.
13. Applications may be made at any time during the financial year. In the case of an advance payment, written confirmation may be required stating that the money will be used for the purpose requested, as well as a monitoring and evaluation statement at the end of the project period or the financial year), whichever is the sooner.
14. Leominster Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form.
15. Organisations that receive a grant will be required to acknowledge Leominster Town Council's contribution on all publicity/printed material. (Our armorial bearings [“logo”] can be provided electronically or in printed form).

LEOMINSTER TOWN COUNCIL

Grant Application Form 2025/26

Leominster Town Council is committed to ensuring that its grants programme is accessible to all local community groups and organisations. If you need a copy of this application form (or the accompanying grant criteria) in an alternative format, then please contact the Leominster Town Council Offices by email on admin@leominstertowncouncil.gov.uk or phone on 01568 611 734.

If you have any questions regarding the completion of this form, or would like to discuss your project in advance of submitting a grant application, then please contact the Town Council's Projects and Grants Officer, Liz Womack, on e.womack@leominstertowncouncil.gov.uk or by phone on 01568 611 734.

CONTACT DETAILS

Name of Group/Organisation

Address: Post Code: Email: Tel No:

Key contact for application correspondence

Title:	First Name:
Surname:	Position held in group/organisation:
Email:	Telephone No:

ABOUT YOUR ORGANISATION

1. What type of organisation are you and when was your organisation set up? Please tick all the boxes that apply:

Community group/club/society ☐

Registered Charity ☐

Company Limited by Guarantee/CIC ☐

Other ☐

If other, please describe:

Year set up

2. Charity Registration Number (if applicable):

3. Please describe the purpose of your community group/organisation:

4. How is your community group/organisation financed?

5. If you are a branch of, or related to, a larger organisation, please give details:

6. How many people (approximately) are involved in your organisation?

Management Committee:	
Volunteers:	
Paid Staff:	
Ordinary Members:	
Others:	

7. Please tick and complete if your group has any of the following:

Public Liability Insurance ❑ Maximum cover £_____

Other Insurance (specify) ❑ Maximum cover: £_____

ABOUT YOUR PROJECT/SERVICE

8. Project Title

9. Please provide a detailed description of your project, to enable the Town Council to understand how its grant will be used:

10. What is your intended project start date: _____

11: What is your intended project finish date: _____

12. How many people from the parish of Leominster will benefit from your project?
Please include details of people who will benefit both directly and indirectly from the project activities, explaining how they will benefit.

13. Have you received grant funding from Leominster Town Council in the past three years?
If so, please give details of how much funding you have a received (broken down annually) and provide a copy of the report submitted to the Town Council on how that funding was used and the outcomes.

14. Please provide a breakdown of what the money will be used for.
We need this information to fully assess your application. If you have a project budget or have received estimates/quotations, please enclose copies:

Item/Activity	Cost	Actual or Estimated Cost (A/E)

15. Do the costs listed above include VAT?

Yes ❑

No ❑

16. Please provide a summary of funding sought from other sources, if applicable.

Funding source	Estimated Grant	Status of Application

17. If no funding from other sources is being sought, please explain why not.

18. How much of the organisation's own money will be used towards funding this project?

£_____

19. How much funding are you seeking from the Town Council?

£_____

20: Is your organisation/community group able to reclaim VAT?

Yes ❑

No ❑

21. How will you ensure that your project is inclusive/accessible?

22. How will ensure that your project is environmentally responsible?

23. What risks or challenges might you encounter in the delivery of your project and how will you address them?

24. How will you promote your project?

FINANCIAL DETAILS

You must include a recent statement of your group's financial position (a copy of the latest accounts or a treasurer's report) with this application.

25: If your community group/organisation holds substantial reserves that would cover the cost of delivering the project you are seeking grant funding for, you must provide an explanation below as to why this project cannot be supported from your own funds:

26. If a grant is awarded, please provide details for the account that will receive the funds:

Bank Name:	
Account Name:	
Account Number:	
Sort Code:	
Payment Reference (If required):	
Single or Dual Signature:	

If your application is successful, we may ask you to provide proof of these bank details on something issued by the bank, such as a bank statement issued within the last 3 months, with sensitive information redacted.

DECLARATION

By signing below, you declare that:

- you are authorised to submit this application on behalf of the applicant group/organisation
- the information enclosed is accurate and complete, to the best of your knowledge.
- you understand that there is no appeal procedure, should this application be rejected.
- if you are awarded a grant by Leominster Town Council, it will only be used for the purposes outlined in this application and in accordance with any conditions specified.
- if your application is successful, you agree to provide Leominster Town Council with periodic reports on the progress of this project.
- if your application is successful, you agree to provide Leominster Town Council with a report on the completion of this project, demonstrating how the funding has been spent and providing evidence of any outputs that have been achieved.
- you understand that failure to comply with any of the declarations will result in Leominster Town Council considering appropriate action.

Signature 1: (Person submitting form) Name (printed):	Date:
Signature 2: (Chairperson or senior representative of the Management Committee) Name (printed):	Date:

CHECKLIST

It is essential that you fill in every question and send the appropriate supporting documentation. Please complete the following checklist to ensure that your application is complete. If you do not include all the information requested, your application may take longer to assess or be ineligible. Please do not send any documentation other than that requested.

I have: (please tick)

answered every question	❑
enclosed a copy of our group/organisation's constitution	❑
enclosed a copy of our latest accounts and /or treasurer's statement	❑
signed the Declaration (a minimum of two signatures)	❑
completed the Privacy Notice for Grant Applicants (provided below)	❑

ALL APPLICATIONS FOR FINANCIAL ASSISTANCE ARE CONSIDERED ON THEIR INDIVIDUAL MERITS. APPLICATIONS MUST BE SUBMITTED WELL IN ADVANCE OF YOUR PROJECT START DATE, IN ORDER THAT THEY CAN BE CONSIDERED AT THE APPROPRIATE COUNCIL MEETING(S).

Completed Application Forms should be returned to:
The Town Clerk, Leominster Town Council, 11 Corn Square, Leominster HR6 8YP
Tel: 01568 611734 email: townclerk@leominstertowncouncil.gov.uk

LEOMINSTER TOWN COUNCIL

Privacy Notice for Grant Applicants

Leominster Town Council is the Data Controller under the new data protection law and will use the information you provide on this form in order to contact you about your grant application.

If you are an organisation or a group the legal basis for processing this data is the necessity for compliance with a legal obligation to consider your grant request.

If you include any personal details on this grant request on behalf of an organisation or group, the legal basis for processing this data is your consent to do so. You can withdraw your consent at any time by notifying us. Our contact details to do so, or for any other queries, are Town Council Offices, 11 Corn Square, Leominster HR6 8YP.

We will keep your data for six years if your grant application is successful and for six months if your application is turned down plus the current financial year, which runs from 1st April to 31st March.

Your information will not be shared further.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office https://ico.org.uk/

Information you provide will only be used for the stated purpose. Further information about the processing of your data can be found on our website at www.leominstertowncouncil.gov.uk

You can contact the Town Council's Data Protection Officer at 11 Corn Square, Leominster HR6 8YP.

If you agree to Leominster Town Council using and retaining your personal information contained on the grant from above to consider your grant application, please tick the boxes below:

Name: ❑

Address: ❑

Email: ❑

Phone: ❑

DATE: _____

Ross-on-Wye Town Council

Grants Policy

POLICY

The General Power of Competence enables the Town Council to grant monies to qualifying organisations to support projects.

Introduction

Ross-on-Wye Town Council is committed to encouraging community development and aims to work closely with organisations and groups by financially supporting projects that benefit local residents. The Council has a duty to ensure that grants awarded under this scheme aim to make a difference to the quality of life of people living in Ross-on-Wye.

Ross-on-Wye Town Council recognises and values the importance of partnership working with public and private sector organisations as well as community groups and voluntary organisations.

Aim

To support and strengthen community participation, activities and events and to help develop a sustainable welcoming community.

APPLICATION PROCEDURE

For the purpose of requesting grants, applications may be submitted at any time during the year, the Town Council's Community, Markets & Tourism Committee will consider applications received.

If the application is for an event, it is strongly recommended application is made as soon as possible prior to the event to allow sufficient time for the application to be considered. The dates of meeting when applications are considered are published on the council's website and applications should be received, together with all supporting documentation, two weeks prior to this date.

Applications must be submitted on the correct application form and must be accompanied by the documentation requested: last set of accounts and balance sheet, latest bank statement, a copy of the constitution and a statement of how the application will promote or improve the social, economic or environmental well-being of the town. Supporting documentation, including photographs and plans would be welcome. Applicants who cannot provide a copy of accounts or a balance sheet are asked to submit a business plan or strategy with other supporting documentation. The Town Council reserves the right to request additional information to aid determination of the grant.

Once it has been decided by the Committee if an applicant should receive a grant, an offer letter will be sent to the applicant detailing the level of grant awarded. The offer letter will set out how much grant is offered and detailing any specific conditions attached to the offer. If the applicant is happy to accept the offer and

8. Applicants should have a bank account.

9. Grants will not generally be awarded to finance core running costs of the organisation, salaries or wages;

10. Where a grant application is made in excess of £750.00 match funding of at least 25% of the total project/scheme is required. This can include volunteer hours at an equivalent rate of the minimum wage applicable at the time of the application;

11. The grant must be used only for the purpose for which the application was made;

12. If the applicant is unable to use the grant for the stated purposes and within the stated timescale, monies must be returned to the Town Council;

13. The Town Council will require surplus funds to be returned;

14.The applicant must submit an end of project report, including copies of receipts and/or proofs of purchases within 6 weeks of completion of the project; failure to do so will result in the applicant being ineligible to apply for any future grant funding;

15. Representatives of the group will be expected to attend the town's Annual Meeting to give a presentation about their project and how the funding has helped facilitate its work;

16. The Town Council's decision will be final.

Reviewed by Community, Markets & Tourism Sub-Committee February 2026

CONTACT DETAILS

Are you applying for a grant as: (please tick)

An individual ☐ a constituted organisation ☐ a newly formed organisation ☐ or other ☐

NAME OF ORGANISATION or INDIVIDUAL (Please complete in Block letters)

If organisation, Contact Name and position held (eg, Treasurer, Secretary)	Telephone: Email:

Address for Correspondence

Post Code

IF YOU ARE APPLYING AS AN ORGANISATION

Aims of Organisation – state the aims and objectives of your organisation and the nature of its activity

What is the status of your organisation or group? (please tick all those that apply)

Registered Charity ☐ Number .....

Company Limited by guarantee ☐ Number .....

Social Enterprise ☐ Community Group ☐

Other ☐ (Please state what)

Does your group have a constitution? YES or NO

If yes, please supply a copy – this may be electronic if preferred

Have you provided the required documentation with this application?

Last set of accounts ☐ Balance sheet ☐ Latest bank statement ☐

When was your organisation formed? .....

How many members does your organisation have? .....

Ross Residents..... Non-Residents.....

If your organisation does not have a membership, please give details of how many residents of Ross benefit from your organisation.

PROJECT DETAILS
Name of project
Who will manage the project?
Have you checked if you need licences, permissions or insurance for the project? YES/NO
If yes, have than been granted? YES/NO
Please provide a statement of how the project will benefit residents of Ross-on-Wye.
How will the project be sustained?
If funding is not available from the Town Council, will the project go ahead?

Bromyard & Winslow Town Council

Grant Application Form & Regulations

Guidelines for Applicants

1. An applicant may only make one application for a grant in any financial year (April – March).
2. In exceptional circumstances the Town Council may choose to support an applicant for more than one year, subject to current legislation and within the term of the current Administration.
3. The applicant's aim must be non-profit making, e.g. a charity, a CIC (Community Interest Company) or a good cause.
4. The applicant's aim must be one that in some way benefits the local community.
5. The applicant must demonstrate a clear need for financial support.
6. The applicant must, where appropriate, supply evidence and supporting documentation of any other funding streams applied for in regard to this application.
7. Applications from an existing organisation must be accompanied by a trading account and balance sheet for the last financial year, including existing bank/building society accounts.
8. Individuals or organisations just starting up must submit basic financial information.
9. There is no upper or lower figure set for the amount of any grant, but generally they will be restricted to a level of £1000.00.
10. If a grant is awarded, the Town Council will expect to receive recognition of their support.
11. The applicant will receive notice of the outcome of their application within three weeks of the Council decision.
12. The Town Council will request a receipt from the applicant for any donation received.
13. An EOG (End of Grant) report will be required once the project has finished and should be completed within 12 months of the grant award, together with receipts where requested.
14. Other than in exceptional circumstances, applications for retrospective grants will not be considered.
15. When appropriate the Council may ask the applicant or a representative to be present to answer questions in relation to the application.

If you would like to apply for a grant, please complete the application form and return it to:

The Town Clerk
Bromyard & Winslow Town Council
The Old Vicarage Complex
1 Rowberry St,
Bromyard
HR7 4DU

Please continue on a separate sheet if appropriate

5. What are the main activities of your group or what service do you provide? If you are an individual or a new group tell us about the activities you plan to provide.

6. How many people are involved in running your group? Put numbers in the boxes: (groups and organisations only)

Committee Members ☐ Paid full time Staff ☐ Paid part time staff ☐ Volunteers ☐

How do people join your group? .....

Do you make an annual charge/subscription? .....

How many people will take part in or benefit from a grant? .....

7. What are the age ranges of the people who will benefit?

All ages ☐ Children ☐ Teenagers ☐ 20-60 ☐ 60 plus ☐

8. Please give brief details as to what any grant would be used for and how your actions will benefit the residents of Bromyard & Winslow.

9. Please give a detailed breakdown of costs, which will be incurred:
(Attach a spreadsheet if necessary)

Please give details of other sources of income towards the project:

Please give details of any fundraising proposed to help fund the payment:

Please state the amount you are seeking from the Council £.....

Please supply a copy of your Constitution/Rules, a copy of your last audited accounts and a copy of your last bank statement, or for individuals or a new organisation, a copy of your expected income & expenditure.

Signed : ..... On behalf of .....

Date : .....

Contribution to Working Party - Terms of reference Grants and Trusts

Councillor Lesley Wilkinson

27th July 2026

Grants outbound from LTC funds

- Applicants must complete all aspects of the application from (to be reviewed) before their application is presented for full council approval. Incomplete applications should not be presented to Council
- Funds should not be used to pay salaries or remuneration of any kind
- Applicants should not have any obvious and or declared political affiliation
- Applicants should provide at least 3 months recent bank statements- preferably 6 months
- Applicants should declare the status of their reserves a) amount of free reserves b) restricted/earmarked reserves (if so- what for)
- There should be financial criteria before a grant is considered e.g.

✓ Does the organisation have free reserves which exceed 10 times the grant requested- e.g. a grant request of £500 with free reserves of £5,000. This would need to be considered in context with cost/benefit analysis

✓ Does the organisation have free reserves which are between 10-20 times the grant requested- e.g. a grant request of £500 with free reserves of up to £9,999. This would need to be considered very carefully and probably rejected

✓ Does the organisation have free reserves which are +20 times the grant requested- e.g. a grant request of £500 with free reserves of over £10,000. This would automatically be rejected on the grounds they should spend their own money on the project.

Note

Charites and NFP organisations should raise money to benefit the service of their stakeholders/beneficiaries – not to amass money in the bank!

Holding prudent reserves is one thing but, the Charities Commission take a dim view of organisations amassing money rather than spending it on beneficiaries

Mayor's Charity

It strikes me that any Mayor's charity should actually be a Charity to be transparent with donors.

Our current protocol does not require this.

However, for a registered Charity we can see financial returns on the Charity Commission website which gives certain reassurances

At the very least, for a Charity or NFP/CIC/ Community Volunteer group we should be able to see:

- Memorandum/Articles of Association
- Mission Statement
- 3 months' bank statements as above

This is an extract form Brent Council's Mayors Charities which I think it would be sensible to adopt:

The charities chosen by the Mayor must be registered with the Charity Commission for England and Wales at the date they are selected.

Full policy seems very comprehensive- see link

13.a Appendix A Mayors Rules 2023.pdf

Grants Inbound to LTC Funds

It can be reasonably assumed that such grants fall outside the Precept and as such will almost always be a restricted/earmarked fund.

Councillors should be able to see and approve:

- The original application and approve the person completing the application- whether remunerated or not
- Have full access to and ability to challenge, any outside bodies/committees who have any part in the decision making/administration of the grant
- Be able to see, on at least a quarterly basis, the fund movement within the grant. This would include a detailed breakdown of income and expenditure detailed against the budget headings provided in the bid. For clarity this should be separated from the LTC general accounts. It is appreciated that this falls outside local government accounting rules but should be produced by the administrator of the fund

All of the above are compulsory in the Third Sector when organisations are using grant money for specific services or projects.

Note:

When LTC is successful in gaining any grant, the money becomes LTC money. It does not belong to the grant making body.

It is incumbent on Council to ensure the money is being spent in accordance with the original bid and represents good value for money and is directly relevant to the funded project.

I the worst-case scenario if a grant making body believes the funds are mal-administered, they can ask for a return of some or all of the money. This would leave LTC very exposed without the proof of due diligence.

GRANTS WORKING PARTY	12 NOVEMBER 2025	AGENDA ITEM: 4

Report prepared by Angela Price – Town Clerk

ANNUAL GRANTS APPLICATIONS

Purpose of Report

The purpose of this report is to ask Members of the Grants Working Party to review the grant applications received, consider whether they meet the Council's funding criteria and make recommendations to Full Council, identifying an appropriate statutory power for any proposed award.

Members are also asked to recommend whether applications received under the existing grants policy should continue to be assessed under that policy or should be assessed under the proposed revised policy, subject to its approval by Full Council.

Detailed Information

In November 2022, the Grants Working Party recommended a process, subsequently agreed by the Finance, Policy & General Purposes Committee, under which the Working Party would review applications against the grants criteria and, with assistance from the Clerk, identify the Council's statutory power to make each award. The Committee would then consider the applications and recommend awards to Full Council, including the amount and whether funding should be provided as a one-off payment or a multi-year grant.

As the Council's standing committees are currently suspended, recommendations from this Working Party will be submitted directly to Full Council.

The applications in this report were submitted under the existing grants policy. Proposed changes are being considered separately at this meeting and require Full Council approval before taking effect. Members are therefore asked to recommend how applications already received should be treated.

Applicants prepared their submissions against the existing requirements. If the revised policy is recommended for these applications, any additional information required should be identified and applicants given a reasonable opportunity to provide it before their applications are determined.

Statutory Powers

As Ledbury Town Council does not having two thirds of its Members "elected" the Council does not have General Power of Competence and therefore are unable to award grants via the Localism Act 2011. Therefore, they are required to identify which powers could be used to award the grants.

Applications received

Under £500

1. The apothecary Shop – £225 - Menopause Awareness Month – advertising to support this Ledbury wide list of events – S137 - Section 137 Local Government Act 1972 – power to incur discretionary expenditure for purposes that directly benefit their area or its inhabitants, provided no other specific statutory power is available

Over £500

1. Ledbury FC Youth – £2,000 – U16 boys and girls Strömstad visit in 2027 – Section 19(3)(a) Local Government (Miscellaneous Provisions) Act 1976 s. 19(

2. Ledbury Places - £1,585 – Enhancing Musical Performances – Power to support entertainment and the arts - Section 145 of the Local Government Act 1972

3. Military History Festival - £1,000 – Ledbury Convoy 2027 - Power to encourage Tourism - Section 144 of the Local Government Act 1972

Multi-year

1. 1st Ledbury Brownies – Assistance to increase their capacity from 28 to 30 members – Section 19(3)(a) of the Local Government (Miscellaneous Provisions) Act 1976
   Year 1 - £200 (already awarded)
   Year 2 - £200
   Year 3 - £200
   (1st Ledbury Brownies has requested assistance to increase capacity from 28 to 30 members. The arrangement is shown as £200 per year for three years. Year 1 has already been awarded)

Financial Implications

The applications were invited with a view to funding from the 2027/28 budget, or multi-year funding where requested. The reported available balance within the 2026/27 Unspecified Grants budget is £14,114. Council may wish to consider using this balance, subject to confirming other outstanding commitments and the timing of payments.

Members should recommend whether awards are to be funded from 2026/27 or the proposed 2027/28 grants budget and specify the intended payment dates. Where current-year funds are to be set aside for later payment, the necessary budget and reserve arrangements should be identified. Using the current balance does not remove the need to consider an appropriate grants allocation in the 2027/28 budget.

Equality Implications

Under section 149 of the Equality Act 2010, Members must have due regard to the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations between people who share a relevant protected characteristic and those who do not.

Members should consider the intended beneficiaries, accessibility of the proposed activities and any relevant barriers to participation. Material equality considerations should be recorded as part of the assessment.

Recommendations

1. That Members recommend to Full Council whether applications received under the existing grants policy should be assessed under that policy or under the proposed revised policy, subject to its approval by Full Council.

2. That, subject to the recommended approach, Members review each application and recommend whether it meets the applicable criteria, identifying any further information required before determination.

3. That Members recommend the statutory power for each proposed award, as provided by the Clerk, for inclusion in the report to Full Council.

4. That Members recommend whether proposed awards should be funded from the available 2026/27 Unspecified Grants budget or the proposed 2027/28 grants budget, specifying arrangements for future payments.

Funding Request of more than £500

Grant Application Form

1. Tell us about your organisation[1]

Contact Name:	Dave Wilson
Position:	Coach of Ledbury FC Youth Under 16 Boys & Assistant Club Secretary
Organisation:	Ledbury FC Youth
Contact Address:	New Street, Ledbury, HR8 2EL
Telephone Number:	07715 668324
E-mail:	[redacted] / clubsec@ledburyswiftsfc.org.uk
Status of Organisation: (delete as appropriate)	Not-for-profit incorporated members' association.
Charity/Company No. (if applicable)	NA
What does your organisation do?	The club provides an opportunity for local boys and girls to play organised football in a safe and enjoyable environment. Involvement in the sport through FA-accredited competitions and events encourages physical fitness, learning, teamwork, resilience and respect. Equally importantly, we help children develop social skills, make lifelong friends and enjoy memorable experiences. The club currently supports 16 boys' teams and four girls' teams. The club also provides senior football through two men's teams, one ladies' team and a walking football group, all of which are valuable to the community. These teams also provide a pathway to help our junior players transition into senior football and remain involved in organised sport after completing their GCSEs. The club has approximately 360 players registered at any one time, and is run wholly by volunteers, with approximately 70 people from the community volunteering their time and skills in some capacity at any one time.

[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 at the following link: https://www.ledburytowncouncil.gov.uk/uploads/General-privacy-policy_V0.1.pdf

2. Tell us what support you need

Project title:	U16 boys' and girls' Strömstad trip – July 2027
Project duration (mm/yy):	Start: 21.7.27 End: 26.7.27
Which one of the following five areas best fits your group's area of interest?	Sport x Arts ☐ Health ☐ Environment ☐ Youth x
Who will benefit from the project? (please tell us what groups will benefit and approximately how many people will benefit in total)	The club usually takes a single team to Strömstad. **Following last year's success, both the U16 boys' and girls' teams will** again represent the club and the town in Sweden. The primary beneficiaries will be approximately 35 sixteen-year-old children, many of whom have represented the club for several years and, in some cases, since joining the under-6 age group. They will be supported on tour by 5 club coaches, some senior representatives from the club and several parents.
What evidence do you have of local need/demand for the proposed project/activity? (This might be survey work or statistical evidence)	35 players have signed up to come on the trip and paid a deposit. The trip has been run with great success for the past 25 years. It is an annual activity that actively engages the **town's young people** with the work of the twinning association and the wider community beyond football. Those going on the trip will represent the club and the town of Ledbury and further strengthen ties with the twin town of Strömstad. These ties are strengthened not only on the football field but also through social activities arranged by the club leadership and the twinning association.
What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organisation)	Parents will fund the cost of the flights and will raise funds for coach transfers in both England and Sweden, accommodation and food. Fundraising has already started and has been well supported by the local community. Various events will be held to raise funds and awareness, and local businesses have been approached for financial support.

How will the project be managed and how will you measure its success?	The trip has been run for 25 years, giving the club extensive experience in planning and managing it. This experience helps ensure that the trip is enjoyable and memorable for everyone attending, particularly the players. Various measures are in place to ensure the trip runs in a safe manner. Its success will be based on feedback from the children attending, which on all previous trips has been exclusively positive.
Please give key milestones for your project, including approximate dates.	The trip will begin at approximately 2.00 am on Wednesday 21 July 2027, when a coach will take everyone from Ledbury to Gatwick Airport for a flight to Oslo departing at approximately 9.30 am. A coach will then take the group to Strömstad, arriving in the mid-afternoon. Both teams will play matches against Swedish and Norwegian teams on 22, 23 and 25 July before travelling home on 26 July.
How will your organisation acknowledge the Town Council's funding support?	The club will use social media, both before and during the trip, to acknowledge the support provided by the Town Council and supporting local businesses. We would be happy to provide photographs and assist with any publicity requested by the Town Council.
Do you work with other Ledbury groups or would you be open to doing so in future?	We use the pitches at Ledbury Rugby Club, and several of our players also represent the rugby club and Ledbury Cricket Club. We also sent representatives to a recent event at the Ledbury Community Hub. We are happy to work with all local organisations.

3. Tell us how you plan to fund your project

What is the total cost of the project?	£24,000
Amount requested from Ledbury Town Council.	£2,000
Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and for what?	£1,000 for the same trip in 2025 (one boys' team) £2,000 for the same trip in 2026 (one boys' team & one girls' team)

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)**	x	
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)	x	
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):	Dave Wilson
Date:	29 September 2026

Please return completed form to:

Angela Price - Clerk to the Council
Town Council Offices
Church Street, Ledbury
Herefordshire HR8 1DH
Email: clerk@ledburytowncouncil.gov.uk

Funding Request of more than £500

Grant Application Form

1. Tell us about your organisation[1]

Contact Name:	Christian Dangerfield	
Position:	Director	
Organisation:	Hereford Military History Festival	
Contact Address:	Gardener's Cottage, Palace Yard, Hereford, HR4 9BJ	
Telephone Number:	[redacted]	
E-mail:	christian.dangerfield@militaryhistory festival.com	
Status of Organisation: (delete as appropriate)	Not for profit limited company	
Charity/Company No. (if applicable)		
How long has your organisation been in existence? (please ☑)	Less than 1 year	
	1-5 years	Since 08/07/24
	More than 5 years	
What does your organisation do?	We organise and manage the Hereford Military History Festival and other related events around the county of Herefordshire.	

[11] Data will be held in accordance with Ledbury Town Council's data privacy policy a copy of which can be found on our website at the following link: https://www.ledburytowncouncil.gov.uk/uploads/General-privacy-policy_V0.1.pdf

2. Tell us what support you need

Project title:	**Ledbury Convoy**
Project duration (mm/yy):	Start: 19/09/26 End: 19/09/26
Which one of the following five areas best fits your group's area of interest?	Sport ❑ Arts ❑X Health ❑ Environment ❑ Youth ❑X
Who will benefit from the project? (please tell us what groups will benefit and approximately how many people will benefit in total)	The event will benefit Ledbury's hospitality businesses and independent traders and will create a unique visitor attraction which supports all stakeholders in the town's economy The Ledbury Convoy steering group estimates that around 5,000 people in Ledbury and the wider county will benefit from this event.
What evidence do you have of local need/demand for the proposed project/activity? (This might be survey work or statistical evidence)	The Ledbury Convoy project has been conceived under the umbrella of the Hereford Military Festival: **(https://www.herefordmilitaryhistoryfestival.com/)**, which was founded in July 2024 and launched in September 2025. It is part of an evolving ecosystem of events, collectively celebrating Herefordshire's unique contribution to Britain's military history and creating a distinctive and compelling visitor offer for Ledbury and the wider county. Despite some recent outperformance, successive STEAM reports have indicated that Herefordshire's tourism sector has lagged that of the UK since 2010. This project will strengthen the visitor economy of Ledbury and the wider county, working in conjunction with Herefordshire County BID and Visit Herefordshire and with a Ledbury-based steering group which includes representatives from Eastnor Castle, Ledbury Traders Association and Ledbury Town Council. As a free family-friendly event, it is aimed specifically at members of the community who are struggling with the cost-of-living crisis.
What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organisation)	Letters of support are attached from: 1.Herefordshire County BID 2. Visit Herefordshire 3.Eastnor Castle

	4.Andrew Balandford, Ledbury Traders Association
How will the project be managed and how will you measure its success?	The Ledbury Convoy steering group will develop and manage the project to ensure maximum audience engagement, participation and satisfaction. Hereford Military History Festival will lead on marketing and promotion. KPIs include: 1. vehicle participation (numerical count) 2, footfall/audience participation (Herefordshire County BID) 3.audience satisfaction (targeted survey)
Please give key milestones for your project, including approximate dates.	**29/05/26** production and distribution of primary marketing collateral (leaflets, vehicle application forms) **04/06/26 - 31/08/26** leafleting at Three Counties Show, Welland Steam Rally, Ross Carnival, Gloucester Retro, Military Odyssey at Kent Showground, Hereford High Town **26/06/26** parking provision (Eastnor Castle, St.Katherine's Car Park), road closure licensing, street food vendors, market stalls (RBL, British camp etc), Ledbury Brass Band all secured (LTC). Event Management Plan agreed. **17/07/26** production and distribution of secondary marketing collateral (postcards, posters, banners). **16/08/26** curation of up to 20 historic military vehicles secured. Event stewards committed. **Ledbury Convoy Event 19/09/26** **1100 hours** vehicle owners arrive in Ledbury **1600 hours** Ledbury High Street road closure. Vehicle display and street food vendors in place **1700 hours** event begins **2000 hours** event finishes. All participants depart **16/10/26** Stakeholder report delivered
How will your organisation acknowledge the Town Council's funding support?	Ledbury Town Council's support will be acknowledged in all promotional and marketing material (banners, posters, leaflets, postcards and on the website of the Hereford Military History Festival.
Do you work with other Ledbury groups or would you be open to doing so in future?	We are working closely with members of Ledbury Traders Association (Tinsmith, LEAF, Blandford Books), with Eastnor Castle and with Ledbury Town Council. The Ledbury Convoy is a community-led project designed to maximise inclusivity and collaboration with as many stakeholders in Ledbury as possible.

3. Tell us how you plan to fund your project

What is the total cost of the project?	**£3,000**
Amount requested from Ledbury Town Council.	**£2,000**
Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and for what?	**No**

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)
Herefordshire County BID - for Hereford Military Festival (including Ledbury Convoy)	£12,500	Yes	Yes

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)**	Yes	
A copy of your constitution and list of appointed officers (or similar document showing the organisation's status)	Yes	

A copy of your organisation's latest set of accounting statements (if any exist)	Yes	
Copies of any letters of support for your project	Yes	

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:	[redacted]
Name (s):	**Christian Dangerfield**
Date:	**26/06/26**

Please return completed form to:

Angela Price - Clerk to the Council
Town Council Offices
Church Street, Ledbury
Herefordshire HR8 1DH
Email: clerk@ledburytowncouncil.gov.uk

Multi-Year Support

Grant Application Form

1. Tell us about your organisation[1]

Contact Name:	Laura Clarke	
Position:	Unit Leader	
Organisation:	1st Ledbury Brownies	
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	X
What does your organisation do?	Brownies welcomes all girls from 7 – 10 years for nonstop fun, learning and adventure.	

[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 at the following link: https://www.ledburytowncouncil.gov.uk/uploads/General-privacy-policy_V0.1.pdf

2. Tell us what support you need

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 your activities?? (please tell us what groups will benefit and approximately how many people will benefit in total)	We have a unit of 28 girls with the capacity to take 30. We meet weekly during term time for an hour and a half.
What evidence do you have of local need/demand for your services? (This might be survey work or statistical evidence)	We only recently increased our numbers from 24 to 30, to meet local demand and offer girls a space instead of them being on a waiting list with no guarantee of having a space.
What support have you received ? (Please tell us about any expressions of support you have received from outside your organisation)	None
How will your service be delivered and how will success be monitored?	Our service is delivered by face to face sessions by 3 longstanding Girlguiding volunteers. We also recently took on a new adult volunteer which also enabled us to increase our numbers and we have a Duke of Edinburgh volunteer, who has already voiced she would like to continue with us once she has completed her volunteering needed for her Dof E.
How will your organisation acknowledge the Town Council's funding support?	We would publicly acknowledge and thank the council for their support.
Do you work with other Ledbury groups or would you be open to doing so in future?	We work with other Girlguiding groups within Ledbury District.

3. Tell us how you plan to fund your project

Amount requested from Ledbury Town Council.	**Year 1 £200** **Year 2 £200** **Year 3 £200**
Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and for what?	**No**

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):	**Laura Clarke**
Date:	**21/082026**

Please return completed form to:
Angela Price – Clerk to the Council
Town Council Offices
Church Street, Ledbury
Herefordshire HR8 1DH
Email: clerk@ledburytowncouncil.gov.uk

To whom it may concern,

I am writing to support my grant application to the town council.

Ledbury Brownies has been running a successful unit in the town since 1995. We currently have 26 girls on our register, with 3 more due to start in September. We can take a maximum of 30 girls. We recently increased our numbers from 24 to 30 to enable girls of Brownie age to start with us rather than be put on a waiting list and not knowing when we may be able to offer them a space. We offer girls from 7 – 10 years of age a safe space to have fun, learn new skills and have adventures. We offer a variety of activities; games, craft activities, nature walks, baking plus more, as well as earning badges through some of these activities.

Unfortunately, despite our best efforts to keep our running costs down, with the increase of girls, everything costs a bit more.

Therefore, I am applying for a grant to help us with our running costs. Girlguiding HQ have announced that our annual subscriptions will be increasing, by quite a substantial amount, in February next year, when we need to pay it. We intend on asking parents for a voluntary contribution towards this, but with the cost of living as it is, some of our parents may struggle to pay extra.

I know that our bank balance looks quite healthy at the moment, but we are going on a trip to a zoo in October, which is costing £85 per girl and 24 of them are coming. So over £2000 will be going out in the next couple of months to pay for that. Once that money has gone out, we won't have much left in the bank.

Many thanks

Laura Clarke
1st Ledbury Brownies Leader