



## HORWICH TOWN COUNCIL SMALL GRANTS APPLICATION FORM

Please ensure that you have read and understood the Council's Grants Policy which is attached to this application form. All applications must be supported by a current bank statement in the name of the group, otherwise they will not be considered.

1. **Full name of your group** (must be the name on the bank account) and the amount of grant requested:

Group Name	Grant Requested	£
Address	Tel No. Email: Website (if you have one)	

2. **Name of contact person**

Name	
Address	Telephone Number Home Work Mobile Email

3. **Bank details of your group/organisation:**

Name of bank account:	
Account No:	Sort Code

4. **Legal status of your group** (e.g. Charity / Club etc)

If a charity – charity number:
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**5. Aims and Activities** (please state what your group does, activities you provide or are involved in and what you hope to do in the future. **You can attach more pages if you wish – remember the more information you provide the easier it will be for the Committee to make a decision about your application**

**6. The project** (Please state exactly what you require the grant for. If you intend to buy materials/equipment please list all the items and provide estimates/quotes if possible).

**7. Benefits** (Please indicate how the project will benefit the people of the Horwich Parish).

**8. Beneficiaries** (Who will the project help, please provide estimated figures)

Adults	Children	Disabled people
Older people – over 55	Black and Minority Ethnic people	The unemployed
Under 5's	Youth/young people	Horwich residents

**9. Total Membership of your organisation**

**10. Previous Awards** (Please give details of previous grants received from Horwich Town Council within the last 2 years)

**11. Costs** (Please state the estimated cost of the total project)

£

**12. Group Contribution** (Please state what financial contribution your group will be making towards the project)

£

**13. Other Contributions** (Please state any financial contributions towards this project from other sources)

Source:  
£

**14. Grant requested** (Please state how much money you want from Horwich Town Council). This should be no more than the total cost of the project less any contributions from questions 11 and 12.

£

Please send the completed application form, together with a copy of the most recent statement of accounts (audited accounts or bank statement) of your group to: Town Clerk, Horwich Town Council, Council Office, Horwich Community Centre, Beaumont Road, Horwich, Bolton BL6 7BG or email [townclerk@horwich.gov.uk](mailto:townclerk@horwich.gov.uk)



## **HORWICH TOWN COUNCIL**

### **GRANTS TO VOLUNTARY GROUPS POLICY**

#### **Introduction**

Horwich Town Council allocates funding every year in its budget for the purpose of supporting local voluntary and community groups. The sum allocated by the Council is part of the annual precept collected from the electorate and is available for distribution from 1 April each year.

The Town Council is governed by rules set out in the Local Government Act 1972 (section 137) which states that the money must be spent on purposes for the direct benefit of the parish and to be commensurate with the expenditure occurred, for example spending an amount for the benefit of only one or two people is not acceptable.

Contributions may be made to bodies and charities providing a public service on a non-profit making basis, but only in furtherance of their work in the United Kingdom and who must be able to clearly demonstrate its benefit to a number of residents of the parish. It is unlawful for a council to contribute to an individual or a charity or a public service body operating overseas.

No further amount will be allocated from the annual budget if the money is committed before the end of the financial year (end of March each year).

#### **Policy**

Applications will be accepted through the financial year from individuals (on behalf of a group) or not for profit community groups, where the donation is to provide benefit to the residents of Horwich. Any expenditure must be properly authorised by resolution, minuted and shown separately in the councils' accounts

Horwich Town Council operates the following criteria:

- Only one application per group in each financial year except in exceptional circumstances
- A limit of £500 per organisation will be applied except in exceptional circumstances
- The organisation must be non-profit making, grants will not be awarded to individuals
- Grants are not awarded retrospectively
- The organisation must be one that, in some way, benefits the local community
- The organisation must demonstrate a clear need for financial support by providing a description of the project/activity for which a contribution is required and quotes/estimates wherever possible
- A set of independently audited accounts or other suitable financial statement such as most recent bank statement(s) (within 3 months of date of application) must be submitted to ensure that there is a genuine need for a grant
- The applicant should ensure that all supporting information is included with the application, this is not the Council's responsibility
- Organisations that have only recently set up and do not have audited accounts should provide evidence of a bank account set up in its name and a financial statement regarding their proposed budget
- Efforts to generate income from any other sources must be submitted

- A report on how the funding was spent should be submitted to Horwich Town Council within six months of receipt of the money by means of a completed monitoring/feedback form

## **Procedure**

Applications will be considered three times during the financial year in the months of June, October and March and should be submitted to the Clerk of the Council no later than the last day of the preceding month with the information set out in the policy above using the Council's application form.

Closing dates for applications as follows:

- 28 February for consideration in March
- 31 May for consideration in June
- 30 September for consideration in October

The application will be considered by the Council's Grants to Voluntary Groups Sub Committee who will decide on the application based on the information provided. Their decision will then be ratified by full Council at the next Council meeting. Please note that council minutes are published and are therefore in the public domain. The Clerk of the Council will inform the applicant of the Council's decision and arrange payment if the applicant is successful or provide an explanation if the grant was refused. Unless there are exceptional circumstances, requests for amounts larger than £500 will be referred to full Council for consideration under a separate budget allocation via a larger grants application form available on request from the Town Clerk.

Successful applicants should:

- Complete and return the monitoring/feedback form provided within six months of receipt of funding.
- Be aware that Horwich Town Council reserves the right to repayment in the event of the stated outcome not being achieved.

## **Grant application form**

If you consider your organisation is eligible to apply for a grant, please complete the form and return to the Town Council Office at Horwich Community Centre, Beaumont Road, Horwich, Bolton BL6 7BG or email [townclerk@horwich.gov.uk](mailto:townclerk@horwich.gov.uk)

Policy Approved: November 2021

Policy Review Date: November 2023

