



## APPLICATION FOR FINANCIAL ASSISTANCE TOWARDS ACCOMMODATION COSTS AT HORWICH COMMUNITY CENTRE.

Please ensure that you have read and understood the attached Council's Grants Policy attached to this application form:

Full Name of Group: <b>NB this must be the name on the bank account</b>	
Address:	
Name of Contact:	
Phone:	
Email:	
Legal Status of Group (eg Charity/Club): Charity number if applicable	
Aims & Activities of your group (what you do, activities provided & what you hope to do in the future – you can attach more pages if required):	

Aims & Activities Cont'd	
Approx number of users per session:	
Accommodation Detail:	Room Used:  Cost per hour: £  Number of hours per week/month:
<b>Total Cost:</b>	£
Financial contribution from your group (subscriptions etc.):	
Details of financial contribution from other sources:	
<b>Total Amount Requested:</b>	£

Name (in capitals).....

Signature.....

Date.....

Please return form to:

Town Clerk, Horwich Town Council Office, Horwich Community Centre, Beaumont Road,  
Horwich, Bolton BL6 7BG or

email: [townclerk@horwich.gov.uk](mailto:townclerk@horwich.gov.uk)

**Closing date for applications:**

30 September for consideration in October

28 February for consideration in March

31 May for consideration in June



**HORWICH TOWN COUNCIL**



## **POLICY FOR FINANCIAL ASSISTANCE TOWARDS ROOM RENTAL COSTS AT HORWICH COMMUNITY CENTRE**

### **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). There are several categories of grant awards including financial assistance towards room rental costs at Horwich Community Centre included in the council's grants policy,

### **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 £300 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 recent bank statement(s) must be submitted to ensure that there is a genuine need for a grant
- 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.

**Please note that all payments for assistance with room rental costs at Horwich Community Centre will be made directly to the Centre on behalf of the group who will then be issued with a receipted invoice for the relevant period.**

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 Review Date: October 2021

