



Church Stretton

Town Council

60 High Street
Church Stretton
Shropshire
SY6 6BY

COMMUNITY GRANT SCHEME

Notes for Guidance on Grant Applications

Please read these notes carefully before submitting an application for grant funding.

1.	<p>Church Stretton Town Council ('the Council') provides grants to organisations for single projects and to support continuing services or activities. Applications from individuals cannot be considered. To be eligible for such grants, the applicants must demonstrate that the proposed funding will benefit significant numbers of people living in Church Stretton in one of the following areas:</p> <ul style="list-style-type: none">• sport or other form of recreation• education or cultural enrichment• health or wellbeing• other voluntary services <p>It should be remembered that the Council's funds are limited and so applications may not be met in full, or at all.</p>
2	<p>The Council's grants are intended to support the work of voluntary groups within the town. These grants will therefore only fund a portion and not the total cost of a project of service. For grants in excess of £1,000 for a single project or in excess of £1,000 per year for service support, the Council will normally only fund a maximum of 50% of the total cost. In addition, the Council will not normally fund the cost of wages or salaries of people directly employed by the organisation seeking the grant.</p>
3.	<p>Grants will be assessed by the Council on the basis of the extent to which it believes they will enhance the services or amenities offered to the residents of Church Stretton. In doing so, the Council will consider:</p> <ul style="list-style-type: none">• the application's alignment with the objectives of the Council's grants policy and, where appropriate, the Place Plan.• the likely success and sustainability of the proposal• the number of Church Stretton residents likely to benefit from the proposal• the quality of the financial planning shown in the application and by the applicants themselves.

4.	Applications will not be considered from organisations intending to support or oppose any particular political party, or which discriminate in any way, for example. on grounds of race or religion, gender etc. Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated irrespective of their religious beliefs.
5.	Applications will not be considered from private organisations operated as a business to make a profit or surplus. Applications will not normally be considered from national organisations or local groups with access to funds from national or parent organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.
6.	Applications should be accompanied by a copy of the applicant organisation's constitution, last full year's accounts and copies of the past year's bank statements. Failure to provide these documents may delay consideration of the application. In the case of a newly formed organisation, a budget and business plan may be acceptable. If in doubt of what to include please email and we will try and suggest suitable documents.
7.	Organisations applying for grants must have a bank account in their own name with at least two authorised representatives required to sign each cheque, or similar demonstrable financial control system.
8.	Applications for grants up to £1,000 for a single project or up to £1,000 per year for service support will normally be considered at the next Finance Committee meeting following receipt of a valid application. Applications in excess of £1,000 will first be assessed by the Finance Committee and then have this decision recommended to Full Council for Council's formal approval. Applicants should therefore allow a minimum of three months for a decision on the awarding of grants in excess of £1,000.
9.	In the case of larger grants, if Council deems it appropriate, applicants may be required to provide progress reports or to allocate a place on their management or executive committee for Council representatives. Where appropriate, the Council may request site visits and/or meetings with the applicants to discuss the details of the proposed project
10.	All recipients of grants from Church Stretton Town Council are required to complete a report (using the form included in the application pack) within three months of the end of the project or of the end of the financial year in which service support has been given, detailing the expenditure that the grant has funded and demonstrating the achievement of the project's or service's objectives. Failure to provide a satisfactory completion report may result in Church Stretton Town Council seeking to reclaim some or all of the grant paid.
11.	Organisations that receive a grant will be required to acknowledge Church Stretton Town Council's contribution in all publicity and printed material.