



## STOTFOLD TOWN COUNCIL

### **GUIDANCE IN COMPLETING APPLICATION FORMS FOR FINANCIAL ASSISTANCE**

#### ***Who can apply?***

- Applications under the scheme will be considered from voluntary organisations. The Local Government (Miscellaneous Provisions) Act 1976 defines a voluntary organisation as 'any person carrying on an undertaking otherwise than for profit'.
- Applications for grants must be to directly benefit Stotfold, or part of it, or all or some of its residents. Organisations will be eligible for consideration only if they provide a social, welfare or educational benefit, and have an active local branch or committee. Applications from private individuals will not be considered.

#### ***How can the grants be used?***

- Grants are awarded at the Council's discretion and in all instances payment of grant is subject to availability of funds allocated for this purpose. Grants may be applied for any amount from £50 to £1,500.
- The Council has the discretion to allocate grants towards specific projects but will not allocate money in respect of schemes resulting from any shortfall in local authority funding. The Council will consider applications for specified running costs but will not provide financial assistance for wages or staff.
- The Council will not fund events that have already occurred, equipment already purchased, works already started or completed.

#### ***Grant conditions***

- Applicants will be asked to provide the Governance Documents clearly defining the organisations aims and objectives and setting out the supported demographic.
- Grants are agreed on the basis that the money will be spent in accordance with the specified purpose and within 12 months of the award. If it is not possible to use the money for the project in accordance with the application, the funding must be returned, or the Council's approval sought to a revised application.
- The organisation is responsible for ensuring the grant is used for the purpose for which it is granted.
- Organisations are responsible for ensuring that they are following all legal and statutory requirements (e.g. planning and licensing regulations).

- Recipients of grants will be asked to complete the Grant Feedback Report form within three months of completing the project, advising on the use of the grant and how they achieved their aims.
- Acknowledgement of the financial support received from the Council is required on documentation and any promotional literature or other media operation. The Council may require a plaque or similar notice to be displayed.
- The awarding of grant in one year does not set a precedent on any subsequent applications.
- The Council reserves the right to reject applications or award less than the amount requested.

***When and how should an application be made?***

- The total amount for distribution will be allocated twice-yearly in equal proportions. A notice in the local press/displayed in the town will give closing dates for receipt of applications. Applications received after the closing date, or where there are insufficient funds in the half yearly allocation, will be held over until the following allocation period.
- All applications for grant must be accompanied by the latest available statement of the organisation's accounts.
- Applications for grants must be made on the appropriate official application form which can be downloaded from the Town Council's website and returned to:

The Town Clerk  
Stotfold Town Council  
The Greenacre Centre  
Valerian Way  
Stotfold, Hitchin  
Herts, SG5 4HG

Telephone number for enquiries: 01462 730064