



Grant Application Policy

Last accepted: February 2013
Next adoption due: June 2015

Buntingford Town Council is Committed to Partnership, Sustainability and the Concept of Wellbeing within the Parish. When granting funds we will look for evidence of achievement of these policies.

1. The Town Council is committed to sustainability and will seek evidence that the criteria for the promotion of the health, wellbeing or leisure is met.
2. All Grant requests must be made on the appropriate form
3. Grants will only be made to organisations and not individuals
4. Grants will not be made towards salaries or payment of staff
5. Grants will not normally be paid for on-going revenue costs
6. Only voluntary non-profit making organisations specifically serving Buntingford will be considered
7. All applications must specify a specific item(s) to be funded
8. Applications must be received at least two weeks before consideration and must be accompanied by the organisations up to date audited or verified accounts, or accounts prepared by a Chartered Accountant. In the event of concern in considering the accounts, the organisation may be asked to provide further information such as a constitution.
9. No organisation will normally be allowed more than one application in any one financial year of the Council
10. Any money so granted will be paid by cheque directly to the organisation and not to any individual or private bank account
11. Once paid, the money must be used for the intended purpose and for no other unless so specifically allowed by this Council
12. The recipient organisation shall acknowledge Buntingford Town Council as a funding source in promotional matters
13. The recipient organisation shall indemnify Buntingford Town Council against any claim arising from any party as a result of any incident associated with the matter being funded
14. The Grant budget will be determined in advance of the financial year and will not be exceeded except in exceptional circumstances



Buntingford Town Council
GRANT APPLICATION

The Town Clerk
Buntingford Town Council
High Street
Buntingford SG9 9AB
email: btc.manorhouse.co.uk
website: www.buntingfordtowncouncil.co.uk

Please include a copy of your latest verified accounts

Name of Organisation:

Contact details - name:

address:

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telephone no.:

e-mail address:

Description of the project: *Please provide a short description of the project and what you hope to achieve for the community and the number of people who will benefit.*

Please continue on a separate sheet if necessary

Which of the following will the allocated funds promote: (tick appropriate boxes)

HEALTH	<input type="checkbox"/>	WELLBEING	<input type="checkbox"/>
ECONOMY	<input type="checkbox"/>	SKILLS	<input type="checkbox"/>
LEISURE	<input type="checkbox"/>		

Amount of grant requested: £

For Official use only

Application No: Financial Year 20 / 20

Grant budget remaining before application.....

Grant budget remaining after application

Legal Statute (Spending Power)

Sustainability Indicator

Date received:

Date acknowledged:

Date considered by committee:

Amount of grant:

Date dispatched: