



## WELLINGTON TOWN COUNCIL FINANCIAL GRANT APPLICATION GUIDANCE NOTES

### Introduction

Like many other Town and Parish Councils, Wellington has powers to award grants to local organisations, to support their activities in the Town.

Over the years many varied groups have benefited from grant funding, allowing them to provide services and activities that otherwise may not have been available to the residents.

The awarding of grants is taken very seriously by the Council, it understands that it is responsible for public funds and the distribution of these funds needs to be properly managed.

This is an outline to the grants scheme. Please take the time to read these pages carefully. A well presented and clear grant application, providing all the required information, will help the Council when considering grant applications – and will also, help applicants.

We hope that organisations that apply for grants understand that we require detailed information to enable the Council to assess applications. The Council undergoes rigorous internal and external audits that scrutinise the grant process carefully and it has to demonstrate that it has taken great care in the awarding of public funds.

Please do not hesitate to contact us if you require any help.

Good luck with your application.

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**These notes explain the background to the Council's financial grants scheme. Please read them carefully before you complete the Grant Application Form.**

## Our Policy

Grants awarded should be in line with the Council's policy of supporting the local community and making a contribution to the life and well being of the town.

Grants will be considered on a monthly basis by the Finance Committee then recommended to the Town Council meeting, which is usually held the same day.

The application must be on the Grant Application Form with all requested supporting documentation for it to be considered.

Grant applications will be assessed on the following criteria, which are in no priority order.

- In line with the Council's policy
- Filling gaps in provision
- The project has to be viable
- The grant should benefit residents of the Town.
- The Council will want to know if you have applied for funds elsewhere.
- The Council will also want to know if you have done any fund raising yourself.

### **Awards will not be made to:**

- Commercial enterprises set up to generate profit.
- Those supporting party political issues or opposing a political party.
- Projects with campaigning objectives will not normally qualify for any award.
- Individuals will not normally qualify for assistance.
- Health, education or welfare organisations whose services should be provided by statutory funding.

### **Awards will not normally be made:**

- To bodies that could be funded by their national or umbrella body.
- To organisations who have already received a grant within the financial year.

### **Successful applicants must:**

- Identify any assets acquired through the grant as being acquired with the assistance of a grant from the Town Council.
- Have a group bank account as cheques cannot be paid to individuals.
- Agree to site or project visits by representative of the Council.
- Supply independently audited annual accounts in support of their application for the last two years.

## Conditions

Applications will not normally be considered from individuals (exceptional circumstances will need to be demonstrated).

Applications will not be considered from organisations intending to support or oppose any particular political party, or to discriminate on the grounds of race or religion.

Applications will not be considered from private organisations operated as a business to make a profit or surplus.

Applications will not be considered from “upwards funders”, i.e. local groups whose fund-raising is sent to their headquarters for redistribution.

Applications will not normally be considered from national organisations or local groups with access to funds from national “umbrella” or “parent” organisations; unless funds are not available from their national bodies or the funds available are inadequate for a specified project.

Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated, irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project.

Applications from education, health or social services establishments may be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community.

The organisation must have clearly stated aims and objectives.

The organisation must provide a written Constitution that has been formally adopted by the members of that organisation, or a similar document of agreement between individuals where their association is less formal.

The organisation must provide, or propose to provide, an activity or service that is believed to be clearly needed by the local community or by a particular group of residents.

The organisation is required to submit audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous two financial years or, in the case of a newly formed organisation or less formal group, a comprehensive budget and business plan.

The organisation is required to have a bank account in its own name with at least two authorised representatives required to sign each cheque, or similar robust financial control system.

Wellington Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form.

Grants will not be awarded retrospectively, for costs incurred in the past. Grants can only be applied to future funding requirements.

Wellington Town Council reserve the right to recoup any equipment provided by the grant should the organisation cease to exist within three years of the grant being paid.

Organisations that receive a grant will be required to agree an appropriate public acknowledgement of the Town Council's contribution.

### **Large & Capital Grants – Additional Conditions of Funding**

The Town Council defines a large grant as one in excess of £3000.

Organisations requesting funds for buildings must provide evidence of security tenure in the relevant property for a minimum of 7 years from the date that the grant is considered.

Organisations requesting funds for buildings must provide proof that the property is adequately insured.

As much notice as possible is required for any large grant application, this will ensure that if the grant is to be awarded the Town Council can make appropriate budgetary provision. The grant award maybe phased over a number of years.

### **Completing Your Application Form**

#### **Do not worry if you cannot complete all sections of the form**

The form has been designed to cover a wide range of applicants, and recognises that many of these will not be able to provide some of the information requested on the form.

If you need to use additional sheets to complete any section, please use white paper, size A4, to help with copying.

If you are a formally constituted organisation, remember to enclose a copy of your governing documents and accounts. If not, ensure that you have presented your idea clearly and given enough detail for us to thoroughly understand what you are trying to do.

The form is designed with the following in mind:

#### **Section A**

It is sometimes the case that an application is from a widely dispersed group or organisation, where a local representative is leading the project. We simply need to know who you are, and how we should contact you if we need to discuss your application in more detail.

#### **Section B**

We are seeking enough information to allow us some insight into the workings of your group. Do not worry about fine points of distinction between categories of member, if you have them, we simply need to form an idea of your group and how it goes about its work.

### **Section C**

We need to form a clear picture of the organisation, project, or service that you are planning. We will look for a close relationship with our own policy wherever possible, and evidence of sensible planning and research.

Always remember that the money we award is public money and we must ensure that it will be spent wisely, and for the benefit of local residents.

We must also ensure that in giving a grant we are not acting outside our statutory powers.

We may decide that your application deserves an award, but be unable to give any money immediately, in which case we need to understand clearly how the project will run and may suggest that you re-submit your application at a later date.

We will use the information you provide in this section to gain assurance that the project is viable, will be adequately managed and that you have planned sensibly to achieve your aims. Do not worry about precise details (unless the plan is very simple), we are looking for an overall impression of the elements of your scheme and how you have approached the issue of funding.

### **Section D**

If you are able to provide formal documents and details then you must do so. If you are a small or informal group, then you should attempt to show clearly how you ensure proper control of your financial affairs.

### **Section E**

We must be assured that the application is made with the approval of your organisation, if you are formally structured. If you are a small, informal group this can be addressed with a simple written statement from the parties involved.

### **Section F**

We hope that completing the form will not be too difficult, but do expect some effort to provide the information we require.

### **Section G**

This is a binding agreement, which will apply in the event that your application is successful. Please read it carefully, and do not sign section E unless you understand the terms and are prepared to accept them fully.

### **Section H**

Please take a moment to go through this checklist and tick to confirm that the required information and supporting documentation has been provided.