

## FILTON TOWN COUNCIL

### COMMUNITY GRANT SCHEME (GUIDANCE NOTES)

1. Filton Town Council is empowered to award grants to groups running projects in Filton or benefiting the residents of Filton, for example:  
play schemes, environmental improvements, youth projects, elderly persons groups, cultural activities, recreational activities, international links.
2. Priority will be given to groups which benefit the residents of Filton and which demonstrate a long-term benefit to the community.
3. All applications must be accompanied by the Council's Grant Application form which must be fully completed.
4. The scheme can offer support up to a maximum of £5,000 towards community based projects that can usually be completed within a 12 months period.
5. Applications can only be accepted from non-profit making organisations and societies.
6. The Council would expect for organisations to raise a reasonable amount of funds themselves towards a specific project or scheme.
7. Grant applications should be for specific projects and not the general running costs of an organisation, unless this has been agreed in advance.
8. Requests for funds should be clearly seen to benefit a group of people within Filton Town boundaries.
9. For repeat applications detailed evidence must be included on how previous grants have been utilised.
10. Where the Council agrees funding for a specific project, proof of purchase of the goods or services must be provided before the grant is distributed. Written permission must be obtained if there is any change to the use of funds.
11. The Council reserves the right to impose what conditions it wishes as a condition of accepting an application for a grant. The decision of the Council not to make a grant shall be final.
12. An application must be received no later than the closing date shown on the application form. . The Council cannot take any responsibility for an application form that has not been received for whatever reason.

13. Upon receipt of properly completed forms (preferably by electronic submission) the Council will consider all grant applications in 2 tranches. Applications received before 30<sup>th</sup> April 2018 will be considered at the first scheduled grants meeting after 30<sup>th</sup> April. Applications received before 30<sup>th</sup> September 2018 will be considered at the first scheduled grants meeting after 30<sup>th</sup> September 2018.
14. Grant applications are not normally considered in retrospect.
15. A condition of receiving a grant from Filton Town Council is the completion and return of this form and evidence of your organisation's current bank balance and a statement of income and expenditure for the last 12 months.
16. If your organisation has a written constitution and/or Equal Opportunities Policy, Please enclose copies with your application form.
17. If an application is made for a specific item of equipment or services, copies of receipts are required for Council audit purposes and should be returned within 3 months.
18. All opportunities should be taken to recognise assistance from Filton Tow Council. All printed material should include the following statement:  
*This group has received financial assistance from Filton Town Council.*
19. You may in future be approached by Filton Town Council to contribute items towards a display which depicts activities within the community that have been supported by the Council. In order that your project is represented, please retain photographs, programmes, press cuttings etc. for this purpose.
20. Please complete all questions. If a question does not apply then indicate this in your answer. Failure to give the relevant information may delay your application.
21. If you need further clarification or further assistance in the completion of the application, then please contact the Town Clerk.
22. Completed applications forms should be sent to the Clerk at Filton Town Council, Elm Park, Filton, South Gloucestershire, BS34 7PS.



# FILTON TOWN COUNCIL

## Community Grant Scheme

### APPLICATION FORM

Please ensure you read the Guidance Notes carefully before completing this Form:

First closing date for applications: 30<sup>th</sup> April 2018

Second closing date for applications 30<sup>th</sup> September 2018

Please complete all questions. If a question does not apply then indicate this in your answer. Failure to give the relevant information may delay your application.

For the purposes of this form the term “project” means the programme of activities, equipment or running costs for which you are seeking grant funding.

#### THE ORGANISER

1 Name of the Organisation

.....

2 Name of the contact person who will know about this application and the organisation.

.....

Address

.....

.....

.....

.....Telephone.....

3 Position of the contact person within the organisation

.....

**THE PROJECT AND THE PARTICIPANTS**

4 Give a full description of the purpose for which the grant is required.

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.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

5 Which members of the community will benefit from your organisation?

.....

6 Will this project be open to non-residents of Filton? **YES / NO**

7 Will this grant SOLELY benefit Filton residents **YES / NO**

**WHERE**

8 Where and when does your organisation meet?

.....

**COSTS**

9 Is your organisation a business   
Registered charity (please give charity number)  .....

Community group   
Other (please specify)

.....

10 If you are applying for a specific project, please complete sections 10 and 14.

11 Please give details of the other sources of your income

Your own funds £\_\_\_\_\_

Participant contributions /charges £\_\_\_\_\_

Grants from: Unitary Authority £\_\_\_\_\_

Other Local Authorities £\_\_\_\_\_

Charitable Trusts £\_\_\_\_\_

Business Community £\_\_\_\_\_

Other (*Please specify*) £\_\_\_\_\_

.....

**TOTAL** £\_\_\_\_\_

12 Amount requested from Filton Town Council £\_\_\_\_\_

13 To which name of the account should the cheque be made payable?

.....

14 On which specific aspect of the project will the Filton grant be spent?

.....

.....

15 What do you see as the main benefits of your organisation to the Filton community?

.....  
.....  
.....  
.....  
.....  
.....

I certify that the above information is correct to the best of my knowledge and agree to the conditions laid down by Filton Town Council.

Signed: ..... Date .....

Please enclose with this form evidence of the organisation’s current financial status and a statement of income and expenditure for the last 12 months period and return it to:

**The Town Clerk  
Filton Town Council  
Elm Park  
Filton  
South Gloucestershire  
BS34 7PS**