

ST NEOTS TOWN COUNCIL

GRANT AID TO LOCAL ORGANISATIONS

St Neots Town Council grants are made for the benefit of people and projects local to St Neots. Application will be considered for financial assistance towards a specific project or activity from community associations, cultural, educational, sporting and charitable organisations, which are non-commercial and whose membership and field of activity is centred in the area covered by St Neots Town Council. The Council is prevented by statute from giving financial assistance to individuals. Funds are allocated annually to provide grants to cultural, sporting and community groups serving St Neots (including Eaton Ford, Eaton Socon and Eynesbury).

COUNCIL AIMS

To enable local people to participate in voluntary groups and activities.

To help the Town's voluntary groups to improve effectiveness.

To ensure the provision of services, needed by the Town's residents, via the voluntary sector.

To support organisations which meet the needs of people experiencing social and economic difficulties.

To ensure that there is equality of access and opportunity for all Town residents to the services it provides and funds.

(The Town Council defines a voluntary group as a non-profit making organisation, set up and run by a voluntary, unpaid management committee.)

CAPITAL PROJECTS (SPECIAL PROJECTS)

As a general rule the Council will apply a scale of up to one third of costs for projects up to the current maximum amount of grant aid of £10,000 with the following priorities:

1. projects for the provision of facilities where none currently exists.
2. projects for the correction of health & safety failures.
3. projects for the replacement of provision which has come to the end of its natural life.
4. projects for the improvement or replacement of existing facilities.

Low interest loans may also be available.

REVENUE GRANTS (GENERAL GRANTS)

Small grants available to assist with purchase of equipment or the provision of services and, in exceptional cases can be made available to help with operating costs.

Applicants must:

- be 'not for profit' organisations (Individuals can only be considered for sporting and artistic excellence awards, commercial undertakings cannot apply)

- be undertaking work within St Neots and must demonstrate a need for the service within the community that it operates
- be properly managed and able to demonstrate that they are able to achieve the objectives for which the grant is applied for
- normally be seeking funding for a one-off project or event
- be prepared to provide detailed financial information

SPORTING AND ARTISTIC

Grant aid available for Sporting and Artistic Excellence fitting the following criteria:

- Training awards of up to £100 for individuals who are selected for national squads or the equivalent
- Awards of up to £100 to individuals selected as national representatives in events taking place in the United Kingdom
- Awards of up to £200 to individuals selected as national representatives in events taking place outside the United Kingdom.

No individual may receive more than £200 in any financial year.

TOWN COUNCIL CRITERIA

Grants are made only to organisations or clubs meeting the needs of residents of St Neots.

Grants are made only to non-profit making organisations or projects.

Applicants should apply to all other relevant statutory bodies and show evidence of their own fund-raising.

All applicants must provide annual accounts and a copy of the group's constitution to support their application. Balances held by the organisation will be taken into consideration when deciding levels of grant aid. **If annual accounts are not included, the Town Council Grants Committee will not be able to consider your application.**

Grant aid money will only be released against proof of expenditure for the project approved.

TIMETABLE FOR APPLICATIONS

January
Information and application forms available

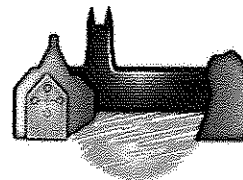
31 March
Closing date for applications

April/May
Council Officers evaluate and consult on applications received

June
Meeting to consider applications

Following the meeting applicants will be informed of decisions and grants will be available for successful applicants (subject to any special conditions).

Approved grants will then be valid until the end of the financial year following the approval. If not taken up by 31st March following approval, the grant will be lost and reapplication necessary.



Your Organisation's Contact Details

1. Name and address of Organisation:

2. Daytime Telephone No:

3. Contact Name:

4. Position held in Organisation:

Details of your organisation

5. Brief description of your organisations aims

6. How many members are there in your organisation?

What percentage lives in St Neots?

If your organisation assists other people, what percentage live in St Neots?

Can anyone join the organisation?

How often does the organisation meet?

Is your organisation run by a committee, if yes how many in the committee?

If the organisation is a charity, please give charity number

Organisation's purpose

7. Please give a summary of the activities of you organisation during last year. (If you are a new organisation, give an idea of the activities you wish to undertake)

8. Describe how the local community benefit from your organisation.

9. Are there any individual groups or societies that are members of your organisation, if so please mention

About the Revenue project

14. What is the Revenue project cost? (attach separate sheets if necessary)

£

15. Please provide details of the proposed project and what you wish to use any grant award for.

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16. What amount are you requesting from the council?

£

17. Have you applied for grant in respect of this project to any other organisation (including Local Authorities)? Please give details of to whom and for how much.

	Amount	Date of expected
Cambridgeshire County Council	£.....
District Council	£.....
Town or Parish Council	£.....
(Please state which Town or Parish Council)		
National Lottery	£.....	
(Please state which fund)		
Other (please provide details)		

18. If you have previously received a grant from St Neots Town Council, please give Details

19. Is your organisation (please delete as appropriate)

- a) a registered charity?
- b) a limited company?
- c) an unincorporated self help group?
- d) a branch of a national organisation?
- e) other (please specify)

Financial details

20. Does your organisation receive funding from other sources

21. Please attach the following information	Yes	No
a) your organisation's latest audited accounts	<input type="checkbox"/>	<input type="checkbox"/>
b) a copy of your organisation's constitution together with a list of Officers.	<input type="checkbox"/>	<input type="checkbox"/>
c) a copy of your last annual report	<input type="checkbox"/>	<input type="checkbox"/>
d) are the organisation accounts audited	<input type="checkbox"/>	<input type="checkbox"/>

22. Please provide or attach any additional information that may assist the Council in reaching its decision.

This grant aid application should be signed by **two** members of your Organisation's Committee, one of whom must be the Chairman, Honorary Secretary or Honorary Treasurer.

We confirm that the information given in this application is accurate and that the Organisation undertakes to inform St Neots Town Council of any changes in the Organisation's circumstances that would affect this application.

We confirm that any grant awarded by the Council will be spent only on the purpose for which it was given and a report will be sent during the year to the council on completion of project.

Signed: (1) (2)

Position in (1) (2)
Organisation:

Date:..... Date:.....

Please note completion of this form does not necessarily mean that a grant application will be successful in part or whole. The Town Council may wish to add additional conditions to any grant offer.

Please return to:

The Town Clerk
St Neots Town Council
Council Offices
The Priory
St Neots
Cambs PE19 2BH

ST NEOTS TOWN COUNCIL

CAPITAL GRANTS ONLY

Please provide a breakdown of the cost of the project for which Grant Aid is requested, e.g. building costs, architect's fees, equipment costs, etc.

Project Costs	£
Purchase of Land/Property	£
Construction of New Building(s)	£
Adaptation/conversion of Existing Building(s)	£
Internal improvements/upgrade	£
Purchase of Equipment (Please list equipment below)	£
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.....	
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Professional Fees & Expenses	£
Other (Please supply)	£
.....	
<u>PROPOSED TIMETABLE OF PROJECT</u>	
START DATE:	
COMPLETION DATE:	

OFFICE USE ONLY

1. Have all the questions been answered?
2. Has the application been signed
3. Received constitution
4. Received audited accounts
5. Received annual report for the organisation?

6. Grant Committee Decision

7. Reason for or against

8. Awarded

9. Terms & Conditions of Grant