

ASHINGTON TOWN COUNCIL

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Clerk of the Council
Ashington Town Hall
65 Station Road
Ashington
Northumberland
NE63 8RX

Please call: (01670) 624520 / 624521
or e-mail:

suecoulthard@ashingtontowncouncil.gov.uk

APPLICATION FOR A SMALL GRANT

Who is Applying

Name of Organisation

Name of Representative

Position in Organisation

Address of Organisation

Telephone Number of
Organisation

Your Address

(if different from above)

Your Telephone Number

Request for Grant

Purpose of Grant (please give details of what you want the money for)

Amount of Grant Requested	£
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If successful, grant cheque should be made payable to:	
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Date Grant Required	
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Additional Supporting Information

**Have you received grants or applied for subsidies from other bodies?
If you have, please specify sources and amounts of funding requested, and status
of your applications.**

(S = application submitted; A = application agreed; F = funding received).

Please include a copy of last year's balance sheet for your organisation

Declaration

I apply for a grant for the above organisation and declare that:

- I, on behalf of have read and understood the scheme under which grants are made as contained in the Notes of Guidance.
- I, on behalf of have noted all conditions under which grants are made and confirm that, if successful in this application, I and the organisation will abide by them.
- I am enclosing the most recent balance sheet and statement of accounts of the organisation to whom the application relates (if not, please state the reason).
- I understand that the Council reserves the right to recover any amounts given in the event these conditions are not fulfilled, the grant is not used for the purpose specified, or the organisation ceases to exist.

Signed

Date

Note: Please supply all information considered relevant, including full financial details, in support of your application. Failure to do so will result in your application being either deferred or refused.

Please ensure that you have answered all questions.

Guidance Notes for Applicants

Introduction

Section 137 of the Local Government Act 1972 empowers local councils to make a Grant to voluntary bodies where, in the Council's opinion, the grant would benefit any part of its area or any of the inhabitants.

Who can apply?

- Any organisation can apply provided that:
 - It is voluntary and/or non-profit making
 - It can demonstrate the need for financial assistance
 - It operates within the town of Ashington or will give benefits to those who reside in the Town
 - It operates with no undue restriction to membership
- Organisations should be able to demonstrate their independence and should have their own management committee and constitution
- New organisations can apply providing they aim to meet the criteria above

How to apply

- Applications should be made on the enclosed application form.
- Applications should be sent to:

Mike Slaughter
Clerk to Ashington Town Council
Ashington Town Hall
65 Station Road
Ashington
Northumberland
NE63 8RX

OR email to: suecoulthard@ashingtontowncouncil.gov.uk

Conditions of Grant

The following conditions will apply to the receipt of a grant

- All application will be judged on their merits.
- Applications must demonstrate that they are in need of financial assistance and are required to supply full details of what the grant is for, including funding from other sources.
- Applicants are advised to obtain a minimum of three quotations, where possible, for goods/services to be purchased and copies are to be attached to the relevant application form.
- Awards must be agreed in advance and not made retrospectively.
- There will only be one award per group (exceptions may be made subject to the approval of the Council) each year.
- Where an organisation has applied, grants will not be paid into an individual's bank account.
- Groups receiving awards above must acknowledge the assistance provided by Ashington Town Council, in all publicity relating to that grant.
- After at least 6 months of receiving the grant groups must demonstrate how the grant has been spent and publicised (e.g. enclose any copies receipts, publicity etc.).
- Ashington Town Council reserves the right to recover any amounts given and/or moveable equipment purchased in the event that these conditions are not fulfilled, the grant is not used for the purposes specified, or the organisation to whom the award has been made ceases to exist.
- The successful applicant also agrees not to dispose of any items purchased with the aid of this grant without written consent of the Town Council.
- All decision on grants made by Ashington Town Council is final.