

## ROTHWELL TOWN COUNCIL

### GRANTS POLICY

#### Grant Criteria (please read carefully before making your application)

1. Rothwell Town Council allocates money each year to grant fund local organisations and grant applications are invited from town organisations and groups.
2. Applications can only be accepted from groups with a fully constituted committee and a bank account in the group's name. Grants may only be made to assist local community organisations and groups that provide social, cultural, educational, environmental, recreational, or sporting activities from which some or all the local community may benefit. A clear indication of match funding on the requested grant is expected.
3. The total amount available for distribution in any one financial year (April to March) forms part of the Council's Budget and is decided annually, as is the maximum amount payable per grant (currently £1000). Organisations and groups will only be eligible to receive one grant per annum.
4. The Town Council considers grant applications twice a year, at its meetings in July and January. To be eligible for the July and January funding rounds, applications must be received by the Clerk, on or before the 1<sup>st</sup> day of the previous month (June & December).
5. Applications must be made on the prescribed form and must be signed by an office holder of the applicant organisation or group. All questions must be answered.
6. The Council will at a separate meeting in June and December meet to discuss any grant applications received and all those organisations submitting grant applications will be expected to attend the Town Council meetings in July and January when Council will formally make any award.
7. All valid grant applications will be considered but may be awarded a percentage of the requested amount. The awarding of any grant is at the sole discretion of the Town Council.
8. Successful applicants, who will be notified in writing, must:
  - a) only use the grant for the purposes stated in the application
  - b) use the funds within 6 months of receiving the grant
  - c) provide confirmation, within 9 months of the grant being awarded that the grant has been used in accordance with the application
9. In the event of emergency grant funding, such as a national pandemic, Council would consider a grant application outside the dates above.

Please ensure that all sections of the application form are fully completed; attach separate documents where applicable.

Failure to comply with these conditions may result in the applicant being required to repay some or all the grant to the Town Council.

*Please return your completed form to: -*

*Mrs Philippa Page*

*Town Clerk*

*Rothwell Town Council*

*Market House*

*Market Hill*

*Rothwell NN14 6BW E: [clerk@rothwelltowncouncil.gov.uk](mailto:clerk@rothwelltowncouncil.gov.uk) T: (01536) 713252*