



GRANT APPLICATION POLICY AND PROCEDURE

Northwich Town Council is funded by the residents of the Town and therefore has funds available only for the benefit of those who live within Northwich.

Subject to the availability of funding, the Council is committed to providing financial support by way of a community grant, which is determined following receipt of a completed application form and after consideration by the Grants Committee.

The aim of this policy is to encourage community spirit and independence through the delivery of a wide range of local projects.

Both successful and unsuccessful applicants will be notified within 5 days of the Grants Committee meeting having taken place.

GRANT CRITERIA

1. The award of a grant must benefit all or some of the people of Northwich.
2. Successful organisations must 'operate' within Northwich towns' boundary, this does not exclude regional or national bodies that benefit the people of Northwich.
3. Only not for profit organisations are eligible to apply.
4. There may be only one successful grant application with Northwich Town Council per year.
5. The Council does not normally fund individuals.
6. The Council does not fund running costs, such as staff training, wages or rental of premises.
7. Applicant should provide details of fundraising or volunteer hours already committed to develop their project.
8. Your organisation can apply for funding if it has already received money from another Town or Parish Council or Cheshire West and Chester Council. The organisation will have to demonstrate that the project on which the money applied for will benefit the people of Northwich.

PROCEDURE

1. Application form attached for information
2. Grant applications can be submitted at any time during the financial year and will be considered at one of the two annual Grants Committee meetings.
3. To be considered at any Grants Committee meeting, a grant application must be received at least 14 days in advance of the meeting to ensure that all relevant information is in place in advance of the meeting.
4. The Grants Committee will consider the application when it meets and has the delegated power to award a grant payment of up to £1,500, alternatively it may choose to defer the application pending the provision of additional information.
5. When an amount has been agreed, Northwich Town Council will make arrangements for the payment to be made. Usually this is done by cheque.
6. Successful recipients are requested to complete a grant feedback form, allow the Town Council access to publicise the award and will be invited to send a representative to the monthly Full Town Council Meeting to outline the work of their group, and be presented with their cheque by the Town Mayor.
7. The applicant will acknowledge that the process and decisions around the grant application are solely a matter for the Council and its Committees (subject to scheme of delegation).
8. All bodies being awarded funding up to £1,500 must make available a financial statement showing clearly how the Council's contribution has been spent, and any unused portion of the Grant should be returned to the Town Council.

It must also be specified if any equipment paid for with Grants monies that was used during the project, what becomes of it in the future.

Northwich Town Council
Grants Application Form (maximum £1500)

Project title:			
Organisation's Name: Applicant's Name: Address:			
Telephone	Mobile	e-mail	
Estimated cost of project:			
Description	Materials	Labour	Total
Sub-total			
TOTAL			£

Details of contributions from other organisations?	
	£
Total amount of grant applied for	£

Project Description:

Please set out what your project aims and objectives are as clearly as possible – you may continue on a separate sheet if necessary

Signed on behalf of the applying organisation:	
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Dated: _____

Position:

Please return your completed form either via e-mail or by post.

Northwich Town Council Office, 78 Church Road, Northwich, CW9 5PB

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