Application for Grant Aid

The Council has discretionary powers to award grants to local groups or organisations under the General Power of Competence. The Council would like to provide grants that would benefit a wide ranging population of Leyburn.

To be considered for an award, applicants must answer all the questions on the application form and provide the necessary details as requested.

Criteria for Making Grant Aid to an Organisation

1. Any organisation, club or community group that wishes to make an application for Grant Aid must submit a fully completed application form.

2. The funding must be used for the benefit of the residents of the Parish of Leyburn.

3. The organisation, club or society must be non-profit making.

4. If the amount requested exceeds £500 the application must be accompanied by the most recent Annual Accounts and a copy of the most recent bank statement.

5. Each application must state the names of any other organisations to which an application for Grant Aid has been submitted.

6. Receipts for all transactions that have been made with the Grant Aid must be provided to the Town Council.

7. Any grants that the Town Council offers is on the understanding that the applicant is responsible for obtaining any necessary legal permissions and the offer of the grant by the Town Council should not in any way be taken as authorisation. Successful applications will be recorded in the Minutes of the Meetings of Town Council and notified to the applicant in writing.

**Does Your Application Meet The Above Criteria?**

Applications cannot be considered from:

1. Individuals

2. Organisations, which support or oppose any political party.

3. Organisations that discriminates on grounds of sex, race, religion or sexual orientation

4. Organisations or establishments for whom Central Government, Health Authorities, County, District or Borough Councils are the appropriate statutory funder.

Please note that applications for over £500 will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

Please indicate what type of funding you are seeking

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Revenue Grant, payable in the year following application, for running costs

Small Grant payable in the same year as the application, for small projects

Urgent request for funding - initially considered by Council upon receipt

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| **1. Applicant Details** | | |
| Name of Organisation |  | |
| Contact Name: |  | |
| Address & postcode: |  | |
| Telephone Number of Contact: |  | |
| Contact email address: |  | |
| Registered Charity? | Yes/No | |
| VAT Registered? | Yes/No | |
| Description of organisation: |  | |
| **2. Grant Details** | | |
| Amount of grant requested | £ | |
| For what purpose or project is the grant requested?  (Please give as much detail as possible and use a separate sheet if required) |  | |
| What will be the total cost of the above project? Please provide a summary of costs (including VAT) continue on a separate sheet if necessary. |  | |
| Amount of Grant Aid Funding required. |  | |
| If the total cost of the project is more than the grant, how will the residue be financed? |  | |
| Please give details of any other Grant Applications that have been applied for in relation to this project – including:- date, amount and organisation |  | |
| How will the grant benefit the Leyburn Community? |  | |
| Approximately how many of those who will benefit are parishioners of Leyburn? |  | |
| **Further details (grants of over £500 only)** | | |
| Are you applying for funding over multiple years (up to three)? | | If so, please specify. £\_\_\_\_\_\_\_\_\_\_\_ per year over \_\_\_\_\_\_\_\_years |
| Have you attached your project plan and budget for the activity / service? | | Yes / No |
| Can your organisation reclaim VAT? | |  |
| For capital projects – who is responsible for maintaining the asset? | |  |

You may use a separate sheet of paper to submit any other information which you feel will support this application.

For more information or to submit your application, contact the Clerk on 01969 622561 or email: [clerk@leyburntowncouncil.gov.uk](mailto:clerk@leyburntowncouncil.gov.uk)

• Grant applications are determined by the Council during public meetings, and this application form will therefore appear in the public domain. If you do not wish for any of your personal contact information to be included in the public papers, please specify when submitting your application.

• We will only use your personal information to contact you about your application, and other sources of funding that may be applicable.

If your grant is successful it will be paid by BACS payment, please provide the sort code and account number for the bank account you would like payment transferred to:

|  |  |
| --- | --- |
| Account Name |  |
| Sort Code |  |
| Account Number |  |

**LEYBURN TOWN COUNCIL DECLARATION**

1. We have read the criteria for making Grant Aid to organisations.

2. We have provided a copy of the most recent annual accounts/bank statement if necessary.

3. We agree to provide copies to the Town Council of all receipts for transactions that have been made with the Grant Aid.

4. In any publicity that is given to our group/project, we agree to acknowledge the contribution that has been made by Leyburn Town Council.

**Please read the following important terms and conditions carefully. By signing this form, you are confirming that:**

• You are an official representative of your group and are authorised to apply for funding on their behalf.

• Your details can be held by Leyburn Town Council in accordance with the Data Protection Act to administer the grants process.

• The information provided in this application is a fair and accurate description of your group and the project for which you are seeking funding.

**Signed on behalf of: (The Organisation)**

**Position in organisation:**

**Clerk to the Town Council:**

**Date:**

When completed, please return this form to:-

Mrs CE Smith

Leyburn Town Council

Thornbrough Hall

Leyburn

North Yorkshire

DL8 5AB

Or email to [clerk@leyburntowncouncil.gov.uk](mailto:clerk@leyburntowncouncil.gov.uk)