



## **Introduction**

Under section 137 of the Local Government Act 1972, **Patchway Town Council** offers grants that benefit the local community. All eligible groups and organisations can apply for a grant.

All grant funding will only be given to groups, organisations and projects which represent the residents of Patchway and which demonstrate a long-term benefit to the Community.

**All** grant funding is only available to groups and organisations and cannot be paid to individuals or businesses.

A condition of receiving all types of grant funding from Patchway Town Council is the completion and return of a completed Grant Application Form and a formal receipt for the money granted. This can be in the form of a letter or email to the Clerk of the Council.

Grant funding opens on **1<sup>st</sup> April** of each year and closes on **30<sup>th</sup> November** each year. This is to ensure your grant is considered within the council meeting. Any grants received after **1<sup>st</sup> December** will be deferred until the **next financial year**.

In an absolute emergency, the council may approve a grant outside of this funding window if the following applies:

- ***A cut to service or provision in the Patchway area.***
- ***Immediate running costs to ensure the provision is retained.***
- ***An immediate impact the local community.***

## **1. Scope**

The policy applies to all grant funding awarded by the Town Council.

## **2. Grants Available**

- ☐ **Small grants** – Up to the amount of **£500**
- ☐ **Medium grants** – Up to the amount of **£750**
- ☐ **Large grants** – Up to the amount of **£1000**
- ☐ **Extraordinary grants** – Grants for **more than £1000** will be considered by the council.

## **3. How to be awarded a Grant**

Patchway Town Council is empowered to award grants to groups running projects in Patchway or benefiting the residents of Patchway, for example: play schemes, environmental improvements, youth projects, elderly persons, groups, cultural activities, recreational activities, international links.

- A.** The Town Council reserves the right to use its discretion in the operation of its grants policy.
- B.** Priority will be given to groups which benefit the residents of Patchway and which demonstrate a long-term benefit to the community.
- C.** Upon receipt of properly completed forms, the Council will consider grant applications at the next scheduled meeting.

## PTC Grant Application Form

- D.** The Council considers grants between **1st April** and **15<sup>th</sup> December** and does not normally consider grants submitted after the **18<sup>th</sup> December** except in exceptional circumstances.
- E.** Grant applications are not normally considered in retrospect.
- F.** A condition of receiving a grant from Patchway Town Council is the completion and return of this form and evidence of your organisation's present bank balance and your annual accounts, if applicable.
- G.** If your organisation has a written constitution and/or Equal Opportunities Policy, please enclose copies with your application form.
- H.** If an application is made for a specific item of equipment or services, copies of receipts are required for Council audit purposes and should be returned within 6 months.
- I.** All opportunities should be taken to recognise assistance from Patchway Town Council. All printed material should include the following statement: This group has received financial assistance from Patchway Town Council.
- J.** You may in future be approached by Patchway Town Council to contribute items towards a display which depicts activities within the community that have been supported by the Council. In order that your project is represented, please retain photographs, programmes, press cuttings etc. for this purpose.
- K.** Please complete all questions. If a question does not apply then indicate this in your answer. Failure to give the relevant information may delay your application.
- L.** If you need further clarification or further assistance in the completion of the application, then please contact the Town Clerk.
- M.** Completed applications forms should be sent to the **Clerk to Patchway Town Council, Callicroft House, Rodway Road, Patchway, Bristol BS34 5DQ** or returned via email to [clerk@patchwaytowncouncil.gov.uk](mailto:clerk@patchwaytowncouncil.gov.uk).
- N.** For legal reasons under section 137 of the Local Government Act 1972, applications cannot be considered from the following:
- Individuals
  - Organisations which support or oppose any political party
  - Organisations that discriminate on the grounds of sex, race, disability, sexual orientation, religion and belief, age or
  - Organisations or establishments for whom Central Government, Health Authorities, County or District Councils are the appropriate statutory funder.

## **GRANT APPLICATION FORM**

**Please ensure you read the Grant Awarding Policy before completing this application form.**

**For office use only.**

**Grant Application received:**

**Grant Application Approval Date:**

**Grant Application Non-Approval Date:**

## PTC Grant Application Form

Please complete all questions. If a question does not apply, then indicate this in your answer. Failure to give the relevant information may delay your application.

For the purposes of this form the term “project” means the programme of activities, equipment or running costs for which, you are seeking grant funding.

### **THE ORGANISER**

Name of the Organisation: \_\_\_\_\_

Name of person applying: \_\_\_\_\_

Position within organisation: \_\_\_\_\_

House Number/Name: \_\_\_\_\_

Postcode: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email: \_\_\_\_\_

Website of organisation: \_\_\_\_\_

### **ABOUT YOUR ORGANISATION (Max 200 words)**

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### **ABOUT YOUR PROJECT AND HOW IT WILL BENEFIT PATCHWAY (Max 200 words)**

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PTC Grant Application Form

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How many people will benefit from this project or activity? \_\_\_\_\_

What proportion of people would benefit from this grant in Patchway? \_\_\_\_\_

Will this project be open to non-residents of Patchway? **YES / NO**

**TOTAL COST OF YOUR PROJECT: £**

**AMOUNT REQUESTED FROM PATCHWAY TOWN COUNCIL (Please tick below): £**

- ☐ **Small grants** – Up to the amount of **£500**
- ☐ **Medium grants** – Up to the amount of **£750**
- ☐ **Large grants** – Up to the amount of **£1000**
- ☐ **Extraordinary grants** – Grants for **more than £1000** will be considered by the council.

**OTHER FUNDING SOURCED FOR THIS PROJECT AND RECIEVED: £**

**WHO SHOULD THE CHEQUE BE MADE PAYABLE TO:**

**I certify that the above information is correct to the best of my knowledge and agree to the conditions laid down by Patchway Town Council in the grant awarding policy.**

Signed: ..... Date .....

Please attach a recent bank statement of your organisation as well as a set if your end of year accounts.

Please return the completed form to: **The Town Clerk, Patchway Town Council, Callicroft House, Rodway Road, Patchway, Bristol BS34 5DQ** or email **clerk@patchwaytowncouncil.gov.uk**.

**For office use only.**

**Grant Application received:**

**Grant Application Approval Date:**

**Grant Application Non-Approval Date:**