



## SCHEME OF GRANTING FINANCIAL ASSISTANCE

- 1 The annual deadline for receipt of grant applications is 31<sup>st</sup> December. Grants to successful applicants will be made in the following financial year. (The financial year is from 1<sup>st</sup> April to 31<sup>st</sup> March.)
- 2 Up to 90% of the grants budget will be allocated to applications received by this deadline. At least 10% of the budget will be retained for emergency applications. Organisations which apply for financial assistance after the deadline will be required to indicate why they could not meet the deadline, i.e. explanation of unforeseen financial requirements.
- 3 Applicants are required to complete the Council's form to apply for financial assistance, and to provide all the information requested.
- 4 Grants are not restricted in the purpose to which they may be put, and applications can be made for capital or revenue expenditure or special projects.
- 5 In considering applications for financial assistance, the Council will take into account the purpose for which the grant is required, the organisation's accounts, how the grant will benefit the residents of Loughton, other bodies to which applications for financial assistance have been made, and any other supporting information.
- 6 Organisations are not restricted to the number of grant applications which may be made over a period of time. However the history of previous applications will be considered in the decision-making process.
- 7 Grants awarded for purchase of goods or services will be paid on receipt of a receipted supplier's invoice. Special arrangements may be made to pay the grant on receipt of an order for the goods or services if an organisation can demonstrate that its cash flow prevents it from paying the invoice before receiving the grant. The grant must be requested for payment within twelve months of notice of the grant being made. After this time the offer will lapse.
- 8 Where a grant is offered for a project still in the planning stages the Council may pledge to grant a certain sum which will become payable when the project is under way. In this case, the offer will only be kept open for a limited period; the project must have commenced, or a firm commitment made to a start date e.g. by placing contractually binding orders to start imminently, before the grant can be claimed, and this must be within twelve months of notice of the grant being made. After this time the offer will lapse.
- 9 There is no maximum figure set for grants awarded, within the budget for grants set annually by the Council. However you are advised to check the budget available before submitting your application.
- 10 Applications will be considered at a meeting of the Resources and General Services Committee and applicants will be informed of the outcome after that meeting.
- 11 The Council policy is that financial assistance will only be made to small-scale local projects and not national or county appeals. However, this does not preclude local branches of national organisations from applying.
- 12 The Council is prevented by statute from giving financial assistance to individuals, charities operating overseas or to a fund established to help persons outside the UK.
- 13 As a condition of receiving a grant, organisations will be required to acknowledge the Town Council's support in their publicity material.

The application form, accounts and other information may be copied and placed on the public agenda for the meeting, so please ensure the information is clear and legible. No personal data will be disclosed.

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### APPLICATION FORM

Please complete the form clearly in black ink using capital letters and keep within the boxes. Continue on another sheet of paper if necessary.

<b>YOUR ORGANISATION</b>	
Name of organisation (please give location, if different from correspondence address on back page)	
Summary of aims and objectives	
Age groups specifically catered for, if any	
Is the organisation a non-profit making body?	
Is the organisation a Registered Charity? (if so, please give registration number)	
Number of members in the organisation	
Number of members resident in Loughton	
Is membership restricted in any way?	
Do you charge a membership fee, or charge for access to your activities? Please give details	
<b>DETAILS OF GRANT APPLIED FOR</b>	
Purpose for which the grant is required Please give full details, including how your organisation will benefit	

How will Loughton residents benefit?

Are you making this application as part of the annual round of grant applications? (closing date 31<sup>st</sup> December)

Yes/No.

If No please explain the circumstances.

Total cost of project	
Amount of grant requested	
Funds available from organisation's own resources	
Funds granted from other bodies (please give details)	
If there is a shortfall in these figures, how do you propose to fund the deficiency?	

### **PREVIOUS APPLICATIONS**

Please give details of all grant applications made by your organisation to the Town Council, whether successful or not, in the last five years.

### **ACCOUNTS**

Please attach a copy of your most recent accounts and balance sheet to this application. If you are a new organisation without past accounts, please attach a copy of your budget for the year.

Name of person making grant application	
Address for correspondence	
Tel. No.	Day Evening
<b>DECLARATION</b>	
<p>I confirm that I am authorised to make this application on behalf of the organisation named.</p> <p>I certify that the information provided is correct.</p> <p>I undertake on behalf of the organisation that any financial assistance offered will only be used for the purpose for which it was granted, and will be returned to the Town Council if it is not required for that purpose.</p>	
Signed	Date
Name (please print)	
Capacity in which signed	
<p>If your application is successful please indicate the name to which the cheque should be made payable.</p> <p><i>N.B. Cheques can only be made payable to the name of the organisation's bank account not an individual.</i></p>	

**Data Protection** - Loughton Town Council is registered under the Data Protection Act as a Data Controller, registration number PZ1870535, and will at all times use its best endeavours to comply with the terms of the Act in all dealings with your personal data.

Please return the application form with supporting information to:  
Loughton Town Council, 1 Buckingham Court, Rectory Lane, Loughton, Essex, IG10 2QZ

**For office use only:**

Acknowledged		Decision	
Statutory power		Informed	
Committee date		Copy of letter to Finance Officer	