



### **SCHEME OF GRANT FUNDING FINANCIAL ASSISTANCE**

- 1 The annual deadline for receipt of applications is 31 December. Grants to successful applicants will be made in the following financial year. (The financial year is from 1 April to 31 March.)
- 2 Up to 90% of the grants budget will be allocated to applications submitted by the stated deadline, with at least 10% reserved for emergency requests. Organisations applying after the deadline must explain why they were unable to meet it, including details of any unforeseen financial needs. In some years, however, the council may choose to allocate the full budget depending on the volume and nature of applications received.
- 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. Quotations/estimates for the project expenditure maybe required to ensure that applicants are considering the best value for money.
- 5 In considering applications for financial assistance, the Council will take into account how well the project meets the needs of the local community and provides a positive benefit to a significant number of Loughton residents; how effectively the group will use the grant; whether the costs were appropriate and realistic; what level of contributions have been, or would be, raised locally; whether the organisation should reasonably have been expected to obtain sufficient funding from another, perhaps more appropriate source; how the group is managed, as indicated by its constitution; for larger projects, whether the proposal is sustainable in the long term.
- 6 Organisations are not restricted to the number of grant applications made over a period of time. However, the history of previous applications will be considered in the decision-making process.
- 7 Grants awarded for the purchase of goods or services will be paid upon receipt of a supplier's invoice marked as paid. In exceptional cases, where an organisation can demonstrate that cash-flow constraints prevent payment in advance, the grant may be released on receipt of an order for the goods or services. Grant payments must be claimed within twelve months of the award notification; after this period, the offer will expire. Reimbursement will match the exact value shown on the submitted invoices and may therefore be less than the total grant awarded if actual costs are lower.
- 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. You are advised to check the budget available before submitting your application.
- 10 Applications will initially be considered by a panel of councillors before a recommendation is put forward to the next Resources and General Services Committee meeting; 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 Grant Award scheme is not open to individuals, charities operating overseas or to a fund established to help persons outside the UK. If you are an individual and would like to be considered for funding for a start-up community project, please contact the council directly at [contact@loughton-tc.gov.uk](mailto:contact@loughton-tc.gov.uk)
- 13 Guidance issued by NALC regarding the 1984 Local Government Act which prohibits councils' involvement in 'property relating to the affairs of the church', e.g. the maintenance or improvement of the buildings or land or contributing to the costs. There is an absence of case law, which may have clarified whether later legislation overrides this 1984 specific provision. The Council will therefore, when considering a grant to a church, decide whether this is a prudent course of action.
- 14 As a condition of receiving a grant, organisations will be required to acknowledge the Town Council's support in their publicity material.
- 15 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.

Next review June 2027



## SCHEME OF GRANTING FINANCIAL ASSISTANCE

### APPLICATION FORM

Please complete the form clearly in black ink Continue on a separate sheet of paper if necessary.

#### YOUR ORGANISATION

|                                |  |
|--------------------------------|--|
| Name & address of organisation |  |
|--------------------------------|--|

|                                                          |
|----------------------------------------------------------|
| Brief overview of what your organisation aims to achieve |
|----------------------------------------------------------|

|                                             |  |
|---------------------------------------------|--|
| Age groups specifically catered for, if any |  |
|---------------------------------------------|--|

|                                               |  |
|-----------------------------------------------|--|
| Is the organisation a non-profit making body? |  |
|-----------------------------------------------|--|

|                                                                                       |  |
|---------------------------------------------------------------------------------------|--|
| Is the organisation a Registered Charity?<br>(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 |  |
|----------------------------------------------------------------------------------------------|--|

#### DETAILS OF GRANT APPLIED FOR

|                                                                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Purpose for which the grant is required including how your organisation will benefit together with details of the proposed expenditure (include copies of quotations/estimates where appropriate). |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



Explain how Loughton residents will benefit from this project?

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

Yes / No

If no, please explain the circumstances to justify this emergency application (please see point 2 of the scheme before completing this section).

|                                                                                      |  |
|--------------------------------------------------------------------------------------|--|
| 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.

| Financial Year          | Amount | Purpose | Successful |
|-------------------------|--------|---------|------------|
| <b>1.4.26 – 31.3.27</b> |        |         |            |
| 1.4.25 – 31.3.26        |        |         | Yes / No   |
| 1.4.24 – 31.3.25        |        |         | Yes / No   |
| 1.4.23 – 31.3.24        |        |         | Yes / No   |
| 1.4.22 – 31.3.23        |        |         | Yes / No   |



## ACCOUNTS & CONSTITUTION

You are required to send a copy of your constitution (if not already submitted in previous years) and most recent audited or independently verified accounts and balance sheet with this application together with copies of quotations/estimates for the project expenditure. **NB:** If you are part of a national or county-wide organisation, the accounts must be Loughton branch specific. 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 |  |
|                                         |  |
| Email address                           |  |
| Contact number                          |  |

## DECLARATION

I confirm that I am authorised to make this application on behalf of the organisation named.

I certify that the information provided is correct.

I enclose the following documents in support of this application:

- a) a copy of our constitution
- b) most recent set of audited accounts
- c) quotations/estimates.

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.

|        |      |
|--------|------|
| Signed | Date |
|        |      |

|                          |
|--------------------------|
| Name (please print)      |
| Capacity in which signed |

|                                                                                                                                                                                                    |                                                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| <p><b>Payments will be made by BACS. Please supply your organisations bank details</b></p> <p>If your application is successful, please indicate the bank account details to receive the funds</p> | <p>Account Name</p> <p>Sort Code</p> <p>Account Number</p> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|



### DATA PRIVACY NOTICE

Loughton Town Council only undertakes the processing of personal data necessary to perform the contract for services with you. Our Data Privacy Notice forms part of this agreement and includes the binding obligations on us covering the duration, nature and purpose of the processing and your rights; copies are available on request from the Town Council or available on our website: [SCHEME OF GRANTING FINANCIAL ASSISTANCE](#)

**When you apply for Financial Assistance**, the information you provide (personal information such as name, email address, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence and provide information relating to your application. Your personal information will not be shared with any third party without your prior consent.

The application form with supporting information should be returned to [caroline.carroll@loughton-tc.gov.uk](mailto:caroline.carroll@loughton-tc.gov.uk) or by post to  
Loughton Town Council, 1 Buckingham Court, Rectory Lane, Loughton IG10 2QZ

**For office use only:**

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