



# YATE TOWN COUNCIL

## Grant Application Pack

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**APPLICATIONS DEADLINE: Midday on Friday 21st June 2019**

**Applications to be returned to:**

**Yate Town Council, Poole Court, Poole Court Drive, Yate, South Gloucestershire, BS37 5PP.**

**Telephone: 01454 866506**

**E-mail: [info@yatetowncouncil.gov.uk](mailto:info@yatetowncouncil.gov.uk)**

**[www.yatetowncouncil.gov.uk](http://www.yatetowncouncil.gov.uk)**



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## **YATE TOWN COUNCIL GRANTS SCHEME - GUIDANCE NOTES**

These notes have been prepared to explain the main details of the Council's Grants Scheme.  
Please read them carefully before you complete the grant application form.

### ***Aim of Yate Town Council Grants Policy***

The aim of the Town Council's Grants Scheme is to promote an active community in Yate. The Town Council recognises and supports the valuable contribution made by the voluntary sector to the well being of the community. We provide financial support for community organisations working for the benefit of Yate parishioners, with the intention of improving the range of services and activities in the town.

### ***Who can apply for a grant?***

Below, examples are given of types of organisations to which grants may be given:

- ❖ Charitable Organisations
- ❖ Youth/Senior Citizen Groups
- ❖ Sports Clubs and Arts groups
- ❖ Advice Organisations
- ❖ Organisations assisting the Disabled
- ❖ Friends of Yate Town Council Facilities Groups

The scheme provides start-up grants for new organisations as well as grants to existing organisations.

The Organisation must be based in Yate or be able to demonstrate that it benefits a significant number of people living in Yate and how.

### ***What can grants be used for?***

Grants can be used for capital projects (e.g. lasting assets) or for revenue costs. Examples of what grants might support include:

- ❖ Equipment
- ❖ Development
- ❖ Projects
- ❖ Publicity
- ❖ Running costs eg room hire for weekly meetings or insurance

## ***How much grant is available?***

The Council gives variable grants. Although there is no maximum limit set on the amount that can be applied for, the annual grants budget is limited and the amount requested usually exceeds the amount available. It is important that all questions on the application form are answered as fully as possible to provide a detailed picture of the activities of your organisation within the town.

Because this fund is for projects that will benefit Yate parish residents, there are some cases where we are not able to provide grants, including:

- ❖ general appeals (e.g. national / international disasters);
- ❖ national organisations without a locally based group;
- ❖ individuals (e.g. sponsorship for individual sportsmen and women).

## ***How do I apply for a grant?***

An application form is included in this pack. You will need to include:

- ❖ audited accounts or accounts that have been independently examined by a suitable qualified person, for the previous financial year (or in the case of a newly formed organisation, a comprehensive budget and business plan);
- ❖ a statement in support of your request;
- ❖ a copy of your organisation's constitution.

All applicants completing an application form will be deemed to have read and agreed to the requirements outlined in these Guidance Notes and the 'Eligibility Criteria For and Conditions attached to Funding'.

All sections of this application form must be completed and returned with the necessary documentation not later than **midday on Friday 21st June 2019**. **Applications received after this date will not be considered.**

**Applications will be considered under one of the following categories:**

### Older People (50 and over)

To maximise opportunities for independent living and to provide support and assistance when deemed appropriate.

### Young People (0 – 25)

To support a wide range of activities to empower young people and meet their social, educational or leisure needs.

### Arts and Culture

To support community involvement in local arts and cultural activities and to promote cultural services which benefit the Parish of Yate.

### Sports and Recreation

To support community participation in local sports and leisure activities to enable clubs. To develop and improve the sporting infrastructure.

### Highways and Transport

To facilitate access and sustainable transport schemes by community and voluntary activity and promote cycling schemes.

### Enhancing the Environment of Yate

To improve the environment of Yate, safeguard and enrich its heritage/resources/bio-diversity and to sustain community life. (e.g. nature conservation, recycling, local history).

### Charitable and Advice Organisations

Organisations who offer advice free of charge and charitable organisations that are of benefit to the residents of Yate parish.

### Organisations assisting the disabled

Organisations that offer support and assistance to the disabled residents of Yate.

### ***Who can I contact for more information or advice?***

If you have any questions require further information or would like help filling in the form please contact:

Catherine Demmery, Yate Town Council, Poole Court, Poole Court Drive, Yate BS37 5PP.  
Tel: 01454 866507

## **GRANTS POLICY: ELIGIBILITY CRITERIA FOR AND CONDITIONS ATTACHED TO FUNDING**

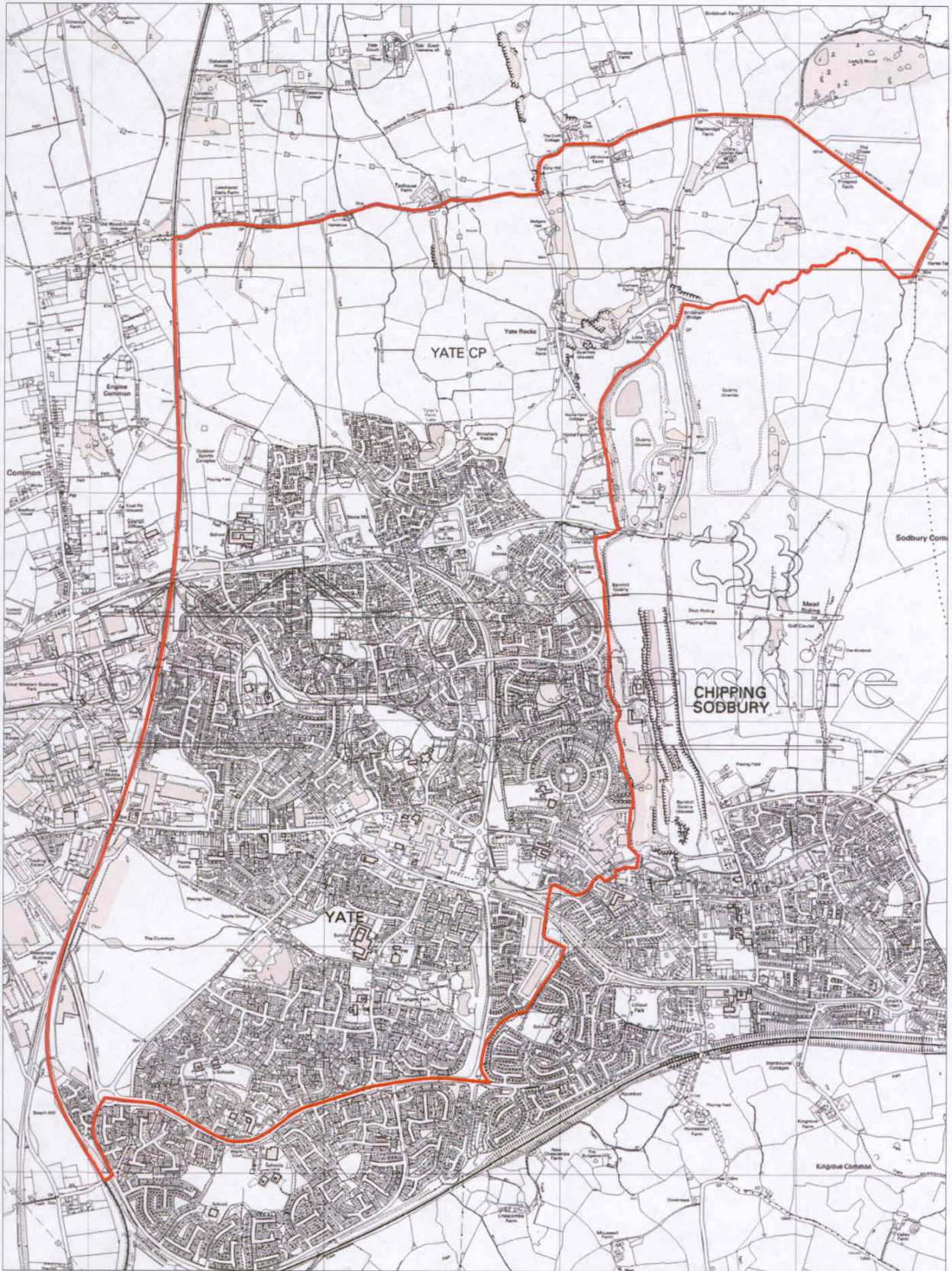
**The Town Council's Grants Policy requires all applicants to comply with the following eligibility criteria. Please read this carefully before submitting your application.**

1. Applications will not be considered from:
  - ❖ individuals.
  - ❖ organisations intending to support or oppose any particular political party, or to discriminate on the grounds of race, age, gender, disability, sexual orientation or religion.
  - ❖ private organisations operated as a business to make a profit or surplus.
  - ❖ "upwards funders", i.e. local groups whose fund raising is sent to their central headquarters for redistribution.
  - ❖ organisations or local groups with access to funds from national "umbrella" or "parent" organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.
2. Applications for funding of staff costs are not normally approved.
3. Applications from religious groups will only be considered where a clear benefit to the wider community can be demonstrated irrespective of religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project. It is not possible to grant aid bodies whose express purpose is to promote religious faith.
4. The applying organisation should be a properly constituted, non- profit making, voluntary body and should be able to demonstrate that beneficiaries are resident in Yate parish (see map).
5. The organisation is required to provide a written Constitution clearly defining its aims and objectives. The members of that organisation must have formally adopted the Constitution.
6. The organisation must provide, or propose to provide, an activity or service that is clearly needed by the Yate community or by a particular group of residents within the parish.
7. The organisation is required to submit a statement in support of its request and audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous year or, in the case of a newly formed organisation, a comprehensive budget and business plan.
8. The organisation is required to have a bank account in its own name with two authorised representatives required to sign each cheque.
9. Where a 'Starter grant' is provided, the Council will need to be satisfied that the organisation has proposals to become self-supporting.
10. Where a grant has been awarded towards a capital project, the organisation concerned should be able to demonstrate that it has clear plans for raising the remainder of the necessary finance.

11. Applicants should apply to all other relevant statutory bodies and show evidence of their own fundraising.
12. Evidence that the money has been used for the purpose stated will be required and to enable the Town Council to release the grant payment copy invoices relating to the agreed expenditure should be received by Yate Town Council by 31<sup>st</sup> December of the year in which the grant has been awarded.
13. The Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form. All funding or part thereof or items purchases by the organisation with town council grant funding must be returned to the town council should the organisation fold during the financial year in which the grant is presented.
14. Organisations that receive a grant will be required to acknowledge the Town Council's contribution on all publicity/printed material.
15. Grants are not made retrospectively.
16. Whilst under the general grants system the Town Council is willing to consider revenue costs, it cannot make a commitment for future years funding under this scheme.  
*(Long term revenue funding can be considered under Service Level Agreements).*
17. I understand that by submitting this application, under the General Data Protection Regulation, the information contained in this form will be processed by Yate Town Council in line with their Data Management Policy, who will ensure that the information will be stored in paper and digital format, fairly and lawfully and will only be disclosed to third parties to facilitate the processing of the application. I understand that Yate Town Council will retain this information in line with their Data Management Policy.

## FUNDING TIMETABLES AND KEY DATES

- March/April 2019: Application Packs made available.
- Midday 21st June 2019: Deadline for return of applications –  
Late applications will **not** be considered.
- July 2019: Acknowledgement letters sent to groups submitting applications
- July 2019: Applications considered by Grants Working Group.
- August 2019: Applicants will be notified of grant entitlement.



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**Please note the area outlined in red denotes the parish of Yate.**

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**YATE TOWN COUNCIL GRANT APPLICATION FORM**

To enable this form to be photocopied please complete **all sections** using black ink.

[\* Delete as appropriate]

**Name of Organisation:** .....

**Correspondence Address:** .....

**Name and Address of Person Making the Application:**

**Name:** .....

**Position:** .....

**Address:** .....

.....

**Postcode:** .....

**e-mail address:** .....

**Telephone number:** Daytime..... Evening .....

Preferred method of contact Tel  E-mail  Post

1. When was your organisation formed?.....

2. What does your organisation do?  
.....

3. Is your organisation a registered charity? YES/NO\* Number .....

4. Is your organisation part of, or affiliated to, any national organisation? YES/NO  
If yes please give details: .....

5. Where does your organisation meet?  
.....

6. If rented what is the approximate annual cost?  
.....

7. What are your present charges/subs/fees

.....

8. Briefly describe the project or purpose for which you require a grant and how the project or purpose will benefit the community or residents of Yate.

.....

.....

9. Approximately, how many people do you expect to benefit from your project?  
 (NB: The population of Yate is approximately 23,000)

Age Group	In Yate Parish	Outside Yate Parish
0 – 25		
26 – 49		
50 and Over		
All Ages		
Special or minority groups (please specify)		
<b>TOTAL</b>		

(Map showing Parish boundaries see page 6)

10. How do you think your application matches the Town Council Grants Policy?

.....

.....

11. Category under which you would like your application to be considered (please tick one box only)

Older People       Young People       Arts and Culture

Sports and Recreation       Highways and Transport

Enhancing the Environment of Yate       Charitable and Advice Organisations

12. What is the identified need for your proposal?

.....

.....

13. Please include a brief statement in relation to the environmental impact of your proposal

.....

.....

14. Does your group use Fairtrade products and if not would you be willing to use them. Preference will be given to groups who commit to using Fairtrade products

.....

15. When do intend your project to start?  
 .....
16. How will you measure the success of your project?  
 .....
17. What size of grant are you seeking?  
 £ ..... (The Council cannot make a determination if the amount is not indicated)
18. What is the total cost of the project for which you are seeking a grant?  
 £ ..... (Please include budget)
19. If you are not applying for the full amount , please specify where the remaining funds will come from:  
 .....  
 .....
20. Have you applied for, or do you plan to apply for a grant in respect of this project to any other organisation (including Local Authorities)? YES/NO\*
- If YES, please give the following details:  
 Please include details of all applications both successful and unsuccessful
- | <u>Organisation</u> | <u>Purpose</u> | <u>Successful/Unsuccessful</u>                             | <u>Amount Received</u> |
|---------------------|----------------|--|------------------------|
|                     |                | (If money is not yet received but promised please include) |                        |
- .....
21. Please give details of your organisation's own fund raising efforts:  
 .....  
 .....
22. Is your organisation VAT registered yes/no  
 if yes what percentage can your organisation reclaim?  
 .....
23. Please add any supplementary information in support of your application (Additional literature, leaflets or recent annual reports may be enclosed with the application):  
 .....  
 .....
24. Have you previously received, or applied for, a grant from Yate Town Council? YES/NO\*  
 If YES, please give details of amount(s) and year(s) and purpose:  
 .....

25. BANK DETAILS

Name of Bank .....  
Name of Account.....  
Sort Code.....Account Number.....  
Number of signatories required to authorise payments.....

26. Where did you learn you could apply for a Yate Town Council grant?

Noticeboard  Website   
Press  Minutes

Other..... (please specify)

27. Declaration

I declare that:

I have read and accept the Guidance Notes and Conditions of Funding and that have answered all questions fully and truthfully. I also declare that any grant made will be used solely for the purposes outlined in this application.

Yate Town Council will be recognised on any materials produced and in any form of publicity as a result of this grant.

I understand that:

Yate Town Council reserves the right to request a list of name and addresses for members of your organisation.

Any materials produced, made, originated, developed or arising out of the provision of the grant are to be made available for use by the Town Council if requested.

Yate Town Council may ask for additional information at any stage of the application process. I will be required to submit details showing how the grant funding was used. Yate Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified.

The application form and supporting information will be copied and placed on the public agenda for town council meetings. Personal data that has been supplied will not be disclosed and will be held by Yate Town Council in accordance with the Data Protection Act,

Name ..... Signed .....  
Position ..... Date .....

28. Have you found this application straightforward to complete? YES/NO  
If NO, please let us know of any improvements we could make to assist applicants.

.....

*Please note that all applicants will be advised of the town council's decision by the end of August 2019*

**PLEASE READ THIS PRIOR TO SUBMITTING YOUR APPLICATION**

To avoid the Council making inappropriate grants of public funds it is a requirement that the following documents **MUST** accompany your application:

- |  | Tick to confirm          |                             |
|--|--------------------------|-----------------------------|
| 1 A copy of your organisation's CONSTITUTION   | <input type="checkbox"/> |                             |
| 2 A copy of your organisation's current balance sheet.   | <input type="checkbox"/> | *are they signed and dated? |
| 3 Copies of your organisation's <b>AUDITED OR INDEPENDENTLY EXAMINED ACCOUNTS that must be for a period not ending more than 6 months prior to date of this application.</b><br>(Independent checks can be carried out by anyone not associated with your organisation. The accounts then need to be signed and dated by that person). | <input type="checkbox"/> |                             |
| 4 Are the accounts you have enclosed for a period ending more than six months prior to the application date? If so please enclose up to date <b>STATEMENTS OF ALL CURRENT AND INVESTMENT ACCOUNT BALANCES</b> held by the group.   | <input type="checkbox"/> |                             |
| 5 In the case of a newly formed organisation, a <b>BUDGET and BUSINESS PLAN</b> must be submitted.   | <input type="checkbox"/> |                             |

**The Town Council is committed to operating within an equal opportunities framework. If you are a newly formed group you may want to use the following equal opportunities statement until you develop your own.** Groups that have been formed for one year or longer should have an Equal Opportunities Policy of their own. If you need assistance formulating a policy please contact South Gloucestershire Council Community Engagement 01454 868113.

**This group/project is committed to working in a way which values and treats all people with respect and dignity, and celebrates diversity. The group/project, through its practices, will ensure that no member, service, user, employee, volunteer, job applicant will receive less favourable treatment or suffer unlawful discrimination on the grounds of age, colour, impairment, marital status, lifestyle and culture, nationality, race gender or sexuality, or on the grounds of economic or social status.**

## APPLICATION CHECK LIST

The following checklist has been prepared to assist you in completing your Grant Application Form. Applicants are advised to read the list below before submitting the completed application form:

- Have you completed **ALL** sections of the form?  
*(if you are unable to complete any part of the form, please indicate why in a supporting statement, or write 'not applicable' where appropriate).*
  
- Does your application set out how your Organisation meets the requirements of the 'eligibility criteria'?
  
- Have you enclosed your Organisation's latest set of accounts and constitution?  
*(if you are unable to provide these for any reason, you MUST indicate why in a supporting statement.)*
  
- Have you signed the statement on the last page of your application form to certify that all the details are correct?

Please return your application form with the documents as listed above as soon as possible and **NO LATER THAN midday on Friday 21st June 2019.**

**When completed, this form together with supporting documents should be sent to:**

**The Town Clerk, Yate Town Council, Poole Court, Poole Court Drive, Yate, South Gloucestershire, BS37 5PP or e-mail [info@yatetowncouncil.gov.uk](mailto:info@yatetowncouncil.gov.uk)**

**Please Note you may be required to provide the Town Council with pictures of how the Town Council grant funding has been spent should you be successful in your application.**

Produced by Yate Town Council, Poole Court, Poole Court Drive, Yate, South Gloucestershire, BS37 5PP

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