



Weston-super-Mare Town Council

Grants and Donations

[Guidelines/Criteria for applications to Weston-super-Mare Town Council for Grants and Donations during 2015/2016](#)

1. The Community Services Committee, at which applications are discussed, will meet six times in any financial year.
2. Applications must be received three weeks prior to the appropriate meeting (dates available upon request).
3. An organisation may only make one application for a grant in each financial year.
4. In exceptional circumstances the Town Council may choose to support an organisation for more than 1 year subject to current legislation and within the term of the current Administration.
5. The organisation must be non profit making.
6. The Town Council will not support an application for an individual seeking financial backing.
7. The organisation must be one that is in some way benefits the local community and there must be an indication of what percentage of members/beneficiaries are residents of Weston-super-Mare (please see application form).
8. The organisation must demonstrate a clear need for financial support.
9. The organisation must supply evidence and supporting documentation of having sought financial backing from other sponsors.
10. A condition of the application is that the organisation applying must submit a trading account and balance sheet for the last financial year including existing bank/building society accounts.
11. Organisations just starting up must submit basic financial information.
12. The Committee would appreciate feedback on the outcome of any venture sponsored by the Town Council.
13. In the event of a project/scheme/venture not proceeding the donation should be returned to the Town Council for redistribution to another organisation.
14. There is no upper or lower figure set for the amount of any donation, but generally they will be restricted to a level of £1,000.
15. If a donation is granted to an organisation the Town Council would wish to receive recognition of their support.
16. The organisation will receive notice of the outcome of their application within three weeks of the meeting having taken place.
17. The Town Council will request a receipt from the organisation for any donation received.
18. If requested, the organisation must be able to provide evidence to the Town Council of how the donation was actually spent.
19. If the grant or donation is £2,000 or above then a report must be submitted to the Town Council following the use of the funds.
20. Grants will not be made retrospectively.
21. Grant applications will not be accepted from bodies which are either companies limited by shares or local authorities and bodies owned or controlled by them; and priority for grant applications will be given to small local organisations.

5. **Has the organisation previously been granted monies by the Town Council**

Date.....

Value.....

Date.....

Value.....

6. **Have you applied for grants from elsewhere? (Please list)**

7. **Specific purpose for which grant is sought.**

8. **Amount of financial assistance sought. £.....**

If applicant is successful, to whom should the cheque be made payable.

9. **General and specific comments in support of your application.**

Signed..... Dated.....

On behalf of (Organisation).....

IT IS IMPERATIVE THAT A SET OF ACCOUNTS IS ATTACHED IF YOUR GRANT APPLICATION IS TO BE CONSIDERED

Grant application forms to be returned to Weston-super-Mare Town Council, Grove House, Grove Park, Weston-super-Mare, Somerset. BS23 2QJ: