

GRANT AID APPLICATION

To be returned no later than midday on 31st October

Application for Grant Aid

The Council has discretionary powers to award grants to local groups or organisations for ‘purposes which may bring a direct benefit to the area or any part of it for some or all the inhabitants.’

The Town Council welcomes grant aid applications that support its vision and objectives.

**The Town Council’s Vision is:**

#### For Charlbury and the surrounding area to become a zero-carbon community that is thriving, inclusive, beautiful, biodiverse and sustainable now and in the future.

**The Town Council’s Community Objectives are:**

* To improve health and wellbeing, inclusivity and resilience
* To maintain a pleasant, safe and well looked-after town that all can enjoy.
* To increase opportunities for everyone to exercise, socialise and enjoy green spaces.
* To provide support for, and work with, Charlbury’s strong and active community

Projects we facilitate flowchart

The full Council strategy can be found at: [V0.7-CTC-Strategy\_22with-logo.pdf (charlbury-tc.gov.uk)](https://charlbury-tc.gov.uk/wp-content/uploads/2022/04/V0.7-CTC-Strategy_22with-logo.pdf)

Criteria for making Grant Aid to an Organisation

1. Any organisation, club or society that wishes to make an application for Grant Aid must submit a fully completed application form by midday on 31st October
2. The funding must be used for the benefit of residents of the Parish of Charlbury.
3. The organisation, club or society must be non-profitmaking.
4. All applications must be accompanied by the most recent annual accounts and a copy of the most recent bank statement.
5. Each application must state the names of any other organisations to which an application for Grant Aid has been submitted.
6. Receipts for all transactions that have been made with the Grant Aid must be provided to the Town Council.
7. A 3-month follow-up of the project is required, stating what stage the project has reached and what has been spent so far (unless the funding is for an event more than 3 months in the future)
8. Any unspent grant will be returned to the Town Council.
9. Any grant that the Town Council offers is on the understanding that the applicant is responsible for obtaining any necessary legal permissions and the offer of the grant by the Town Council should not in any way be taken as authorisation.
10. Where appropriate (no images of minors without express permission from guardians), a photograph of the project will be sent to the TC for publicity purposes.

To be considered for an award, applicants must answer all the questions on the application form and provide the necessary details requested.

Successful applications will be recorded in the minutes of the Town Council meeting and applicants notified in writing.

Grants from successful applications will be paid in the following April.

**Who can’t apply for Grant Aid**

For legal reasons applications cannot be considered from:

1. Individuals
2. Organisations which support or oppose any political party
3. Organisations that discriminate on grounds of protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, sex, race, religion and belief or sexual orientation
4. Organisations or establishments for whom central government, health authorities, county or district council are the appropriate statutory funder

**Application for Grant Aid**

|  |  |
| --- | --- |
| **Name of organisation** |  |
| **Address of organisation** |  |
| **Name** |  |
| **Position in Organisation** |  |
| **Tel no** |  |
| **Email address** |  |
| **Purpose for which grant is required (please give as much detail about the project as possible and use a separate sheet if required)** |  |
| **Total cost of the project** | £ |
| **Amount of grant aid applied for** | £ |
| **How will the grant be spent (please give costing and timing details)?** |  |
| **Who will benefit from the project?**  **How will they benefit?** |  |
| **How does this project meet the TC’s vision and community objectives (as outlined on page 2)?** |  |

Please give details of any other grant applications that have been applied for in relation to this project

|  |  |  |
| --- | --- | --- |
| **Applied to** | **Date of application** | **Amount £** |
|  |  |  |
|  |  |  |

**Declaration**

1. We have read the criteria for making Grant Aid to organisations
2. We have provided a copy of the most recent annual accounts
3. We have provided a copy of our most recent bank statement
4. We agree to provide to the Town Council a 3-month report on the status of the project and copies of all receipts for transactions that have been made with the Grant Aid
5. In any publicity that is given to our project, we agree to acknowledge that a contribution has been made by Charlbury Town Council

Signed on behalf of (organisation) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair/Vice Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secretary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When completed, please return form to:

Lisa Wilkinson, Clerk to Charlbury Town Council

[clerk@charlbury-tc.gov.uk](mailto:clerk@charlbury-tc.gov.uk)

The Corner House, Market Street, Charlbury, OX7 3PN

**N.B. Return no later than midday 31st October.**

Returns after this time will not be considered.