

Wickford Town Council



**Scheme of providing
Financial Assistance**

1. PURPOSE

- 1.1 The purpose of the Wickford Town Council Grant is to encourage and assist Clubs/Organisations/Societies/Associations (hereinafter called Applicants) to carry out activities for the benefit of Wickford residents;
- 1.2 The Wickford Town Council Grant is not intended as a substitute for fund raising by Applicants, but to assist where fund raising is difficult;
- 1.3 The Wickford Town Council Grant is not intended to build up reserves;
- 1.4 A Grant may also be awarded for the commencement of an activity;
- 1.5 Where a Grant has been awarded for a specific project, Wickford Town Council reserves the right to request sight of invoices before the final Grant is paid.

2. APPLICANT

- 2.1 Applicants should be voluntary, non-profit making and non-commercial businesses, with a minimum of 70% members residing in the town of Wickford;
- 2.2 Accounts for the previous year must be submitted with the completed Grant Application Form;
- 2.3 Applicants must clearly demonstrate how the grant will be of benefit to residents of Wickford;
- 2.4 The Applicant is required to have a bank account in its own name.

3. RESTRICTIONS

- 3.1 There is no maximum figure set for grants awarded; however, there is a limit to Council funds available annually. You are advised to check the budget available before submitting your application;
- 3.2 Grants will not usually be awarded to the following:
 - a. Applicants who have significant financial reserves unless the excess reserves can be clearly identified as designated for specific projects;
 - b. Regular venue hire or activities;
 - c. Retrospectively for projects that have been started or are complete
 - d. Applicants who pass the grant on to another organisation or charity as a grant from themselves;
- 3.3 The Town Council will give consideration to recent successful grant applications applied for within the last 3 years.

4. PROCESS

- 4.1 Grant Application Forms can be obtained from the Town Clerk, or can be downloaded from the Council's website www.wickfordtowncouncil.gov.uk
- 4.2 Applicants must ensure that they have provided all the necessary information;
- 4.3 Grant Applications are considered by the Town Council's Finance & Resources Committee. Applicants may be invited to attend the meeting and answer questions;
- 4.4 A letter will be sent to each Applicant advising of Wickford Town Council's decision and payment date will be advised;
- 4.5 The Applicant shall provide a written account of how the grant has been used to Wickford Town Council within three months of the grant being paid;
- 4.6 In the event, for whatever reason, of the grant not being used, in part or in full, an explanation shall be submitted to Wickford Town Council within one year of the grant being made;
- 4.7 Wickford Town Council reserves the right to reclaim any grant in the event of it not being used for the purposes specified on the Grant Application Form;
- 4.8 Organisations that receive a grant will be required to acknowledge Wickford Town Council's contribution on all publicity/printed material.

APPLICATION FORM

**Please complete for the form in black ink and keep the writing within the boxes
Continue on another sheet if necessary.**

YOUR ORGANISATION

Name of organisation (please give location, if different from correspondence address)	
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Summary of aims and objectives

Age groups specifically catered for, if any	
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Is the organisation a non-profit making body?	
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Is the organisation a Registered Charity? (if so, please provide registration number)	
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Number of members in the organisation	
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Number of members resident in Wickford	
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Is the membership restricted in any way?	
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Do you charge a membership fee, or charge for access to your activities? Please give details	
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DETAILS OF THE 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 Wickford residents will benefit from this project?

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 proposed to fund the deficiency?	

ACCOUNTS AND CONSTITUTION

You are required to send a copy of your Constitution and most recent audited 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 country-wide organisation, the accounts must be Wickford branch specific. If you are a new organisation without past accounts, please attach a copy of your budget for the year.

Name of the person making the grant application	
Address for correspondence	

Email address	
Telephone number	Day
	Evening

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
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Name (please print)
Capacity in which signed

DATA PRIVACY NOTICE

Wickford 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 and from the Town Council or available on our website:

www.wickfordtowncouncil.gov.uk

When you apply for financial assistance, the information you provide (personal information such as name, address, 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.

This application form and supporting information should be returned to:

Wickford Town Council

c/o The Town Clerk

Email: clerk@wickfordtowncouncil.gov.uk

Unit 1 Wych Elm House, Nevendon Road, Wickford, Essex SS12 9RZ

Date effective from:	21 June 2022
Last review date:	9 March 2026
Minute ref	FR26-257b
Next review:	March 2027

