



## **SANDY TOWN COUNCIL**

### **General Criteria for Grant Aid**

Organisations will be considered for grant aid from the Council where they meet the following criteria:

1. The organisation is based, or has significant local activity in Sandy.
2. The work of the organisation directly benefits a number of residents of Sandy.
3. The organisation has a written Constitution with clearly defined aims and objectives.
4. The local organisation has a clear financial need. (Account will be taken of how much money the organisation has, including any special reserves set aside for particular projects and local fund raising efforts. Additionally, if the balance is high in relation to spending, then an explanation is required justifying the reasons why the organisation is still applying for a grant.)
5. The organisation has its own bank account with at least two authorised signatories.
6. The organisation is non-party political and non-profit making.
7. Individuals will not normally be considered.

Applications should be linked to a specific project rather than to assist with running costs.

### **Conditions**

Grant aid must be used for the purposes stated on the application only. If the organisation decides it wishes to spend the monies on something different it must ask the Council for written permission to do so, or the Grant will be withdrawn.

Grants must not be used to settle debts on behalf of the organisation, nor be used to retrospectively fund projects.

Sandy Town Council reserves the right to recall any grant given to an organisation which ceases to operate during the financial year for which the grant was given. The Council should be consulted prior to distribution of any remaining assets. Full details and accounts must be submitted to the Council as soon as possible.

### **Successful Organisations Must**

1. Be prepared to participate in publicity/awareness initiatives organised by Sandy Town Council.
2. Be willing to attend a reception to receive their cheque if requested.
3. Be willing for a representative of the Council to attend the organisation's executive meetings, if so requested by the Council.
4. Provide evidence within the financial year that the grant has been used for the purpose stated in the application, and, where possible, provide Sandy Town Council with photograph(s) of the project funded.
5. Acknowledge the grant aid together with other sources of funding in appropriate publicity and detailing how it was spent in its annual report and accounts. A copy of which should be sent to the Council as soon as it is published.

Completed application form and supporting documents to be returned to:

Town Clerk  
Sandy Town Council  
Council Offices  
10 Cambridge Road  
Sandy  
Beds SG19 1JE

e-mail: [admin@sandytowncouncil.gov.uk](mailto:admin@sandytowncouncil.gov.uk)

**APPLICATION FOR GRANT AID FROM**  
**SANDY TOWN COUNCIL**

<b><u>Name of the Organisation/Group</u></b>	
Are you affiliated to a national organisation? If so, which one?	
Local venue/meeting place	
Are you a registered charity? If so, give your charity number?	
What are the aims and activities of the organisation?	
How many members do you have?	Volunteers/Leaders
Members:	Junior
	Senior
What is your annual subscription?	Junior £
	Senior £

**Project Information**

What would the grant be used for?

In what manner will the residents of Sandy benefit?

Approximately how many Sandy residents will benefit from this grant?

Estimated total cost of project

Please state clearly how much you are applying for from Sandy Town Council.

What amount is being met from your own funds?

What is the amount sought from other funding bodies? Please give details of other sources you have applied to or intend to apply to.

Source	Amount	Confirmed/Pending/Unsuccessful
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**Financial Details**

<p>Please specify how any income, particularly surplus, is spent.</p>	
<p>Please attach accounts (audited/independently examined) for the last two years and your budget forecast for the forthcoming/current year.</p>	

<b>Payment Details</b>	
Account Title	
Account Number	
Bank/Building Society Name and Address	
<b>Contact Details</b>	
Please give details of the person with whom this application can be discussed and to whom any cheque should be sent:	
Position in organisation	
Address	
Telephone Number	
E-mail address	

## **Declaration**

**Please sign this form to confirm that:**

The information supplied is full and correct to the best of your knowledge; you have read, understood and complied with the conditions of funding; understand that Sandy Town Council reserve the right to reclaim the grant in the event of it being used for purposes other than specified, or the organisation ceasing to operate.

<b>Signed:</b>
<b>Name:</b>
<b>Position:</b>
<b>Date:</b>

**Please enclose with your application copies of:**

- Accounts for the last two years
- Budget forecast for forthcoming/current year
- Other relevant literature including photograph if available