

PATCHWAY TOWN COUNCIL
GRANT AWARDING POLICY



Introduction

Patchway Town Council offers grants that benefit the local community. All eligible groups and organisations can apply for a grant.

All grant funding will only be given to groups, organisations and projects which represent the residents of Patchway, and which demonstrate a long-term benefit to the Community.

All grant funding is only available to groups and organisations and cannot be paid to individuals or businesses.

A condition of receiving all types of grant funding from Patchway Town Council is the completion and return of a completed Grant Application Form and a formal receipt for the money granted. This can be in the form of a letter or email to the Clerk of the Council. A further condition is to produce at least one update report or presentation for the Town Council.

Grant funding opens on **1st April** of each year and will run until **1st March**. The grant applications will be considered by the Grant's Working Party who make recommendations to Full Council on which applications should be approved. The timetable for grant applications to be received and considered is below:

Application Received	Application Considered	Application Decided	Application Awarded
April – June	July (Second Week)	July (Third Week)	July (Fourth Week)
July – September	October (Second Week)	October (Third Week)	October (Fourth Week)
October – December	January (Second Week)	January (Third Week)	January (Fourth Week)
January – March	March (Second Week)	March (Third Week)	March (Fourth Week)

Organisations should only apply once for a grant award from Patchway Town Council. Grant applications are awarded for the current financial year only and any applications for the new financial year should be submitted on 1st April, of the year that the work or project is to be carried out in.

1. Scope

The policy applies to all grant funding awarded by the Town Council.

2. Grants Available

- **Small grants** – Up to the amount of **£250**
- **Medium grants** – Up to the amount of **£500**
- **Large grants** – Up to the amount of **£1000**

Patchway Town Council will only consider applications over £1000 if the following criteria is met, that has a negative impact on the residents of Patchway:

- **A cut to service or provision in the Patchway area.**
- **Immediate running costs to ensure the provision is retained.**
- **An immediate impact the local community.**

3. How to be awarded a Grant

Patchway Town Council is empowered to award grants to groups running projects in Patchway or benefiting the residents of Patchway, for example: play schemes, environmental improvements, youth projects, elderly persons, groups, cultural activities, recreational activities, international links.

- A. The Town Council reserves the right to use its discretion in the operation of its grants policy.
- B. Priority will be given to groups which benefit the residents of Patchway and which demonstrate a long-term benefit to the community.
- C. Upon receipt of properly completed forms, the Council will consider grant applications at the next scheduled meeting as per the schedule above.
- D. The Council considers grants between **1st April** and **1st March** for items between £1 and £1000. The Council will not consider grants over £1000 unless it meets the criteria as set out above.
- E. Grant applications are not normally considered in retrospect.
- F. A condition of receiving a grant from Patchway Town Council is the completion and return of this form and evidence of your organisation's present bank balance and your annual accounts, if applicable.
- G. If your organisation has a written constitution and/or Equal Opportunities Policy, please enclose copies with your application form.
- H. A detailed update report or presentation should be sent to the Town Council once the project has been completed.
- I. All opportunities should be taken to recognise assistance from Patchway Town Council. All printed material should include the following statement: This group has received financial assistance from Patchway Town Council.
- J. You may in future be approached by Patchway Town Council to contribute items towards a display which depicts activities within the community that have been supported by the Council. In order that your project is represented, please retain photographs, programmes, press cuttings etc. for this purpose.
- K. Please complete all questions. If a question does not apply then indicate this in your answer. Failure to give the relevant information may delay your application.
- L. If you need further clarification or further assistance in the completion of the application, then please contact the Town Clerk or Deputy Town Clerk.
- M. Completed applications forms should be sent to the **Patchway Town Council, Callicroft House, Rodway Road, Patchway, Bristol BS34 5DQ** or returned via email to office@patchwaytowncouncil.gov.uk.
- N. For legal reasons under section 137 of the Local Government Act 1972, applications cannot be considered from the following:
 - Individuals
 - Organisations which support or oppose any political party

- Organisations that discriminate on the grounds of sex, race, disability, sexual orientation, religion and belief, age or
- Organisations or establishments for whom Central Government, Health Authorities, County or District Councils are the appropriate statutory funder.