



# SALTNEY TOWN COUNCIL GRANT APPLICATION CRITERIA 2021/2022

## Who is eligible?

Saltney Town Council will consider grant applications from any Local voluntary or charitable groups based and/or working in Saltney; The work of the group should benefit some or all the residents of Saltney.

Grants **will not** be given to any, Trading/profit-making Companies, statutory bodies or Individuals or funds set up to benefit an individual.

## What can grants be used for?

The following guidelines are given to help groups determine whether they qualify for assistance. Groups can apply for grants to cover:

- The costs, or a contribution towards the costs of, any new or replacement equipment that may be required to assist the group in its activities
- These applications will only be considered at the meetings listed below.

## Who makes the decision and when are grants given?

Grant Applications are considered by Saltney Town Councils Finance and General Purposes committee to ensure that they meet the criteria for assistance. The final decision on whether an application is successful or not will be made by Saltney Town Council at one of the meetings listed.

## What happens if Application is successful or not?

If your Grant application is **successful**, monies will be given to the organisation in a timely manner, successful applications will be required to attend town council meeting 3 months after payment has been made, you will be asked to provide the council with a short presentation/report. You will be informed of this date in writing by Miss Tracey Brown (Town Clerk and Responsible Financial Officer). **If successful, please note** No further application forms will be considered for a 12 month period.

If your Grant application is **unsuccessful** you will not be able to reapply for a Grant with Saltney Town Council until a period of 6 months has lapsed. Applications will only be reconsidered if all the issues from previous consideration have been addressed.

Grants will not be given to any, Trading/profit-making Companies, statutory bodies or individuals or funds set up to benefit an individual. With Grants will not be given to any Trading Company or Individual, or funds set up to benefit an individual.

**All information in relation to the grant process will be kept by the Town Clerk for a period of 7 Years as in accordance with the GDPR Legislation.**

## 2021/22 Dates

	Deadline for Application Form	Finance and General Purposes Committee Meeting where application is considered	Town Council Meeting for Final Decision (If application met criteria at F&G Committee Meeting)
April 2021	30 March 2021	6 April 2021	14 April 2021
July 2021	29 June 2021	6 July 2021	14 July 2021
October 2021	28 September 2021	5 October 2021	13 October 2021
January 2022	28 December 2021	4 January 2022	12 January 2022

**Any application received after that date will be submitted into the next round of bidding, providing funding is still available.**

## Saltney Town Council Community Grant Application form

For Office Use Only				
Date Received:		Initials:		Reference No. STC13/R /__

### A) About your organisation

<b>*Organisation Name:</b>	
<b>*Contact Name:</b>	
<b>*Address:</b>	
<b>*Postcode:</b>	
<b>*Telephone Number:</b>	
<b>*Mobile Number:</b>	
<b>*E-mail:</b>	

\* This information must be completed if you wish this application to proceed

### B) Organisation information

<b>When was your Organisation / Group formed?</b>	
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What is the status of your Organisation / Group? (Please tick one box only)	
<input type="checkbox"/> Company Limited by Guarantee	<input type="checkbox"/> Registered Charity
<input type="checkbox"/> Unregistered Voluntary Organisation	<input type="checkbox"/> Registered Friendly Society
<input type="checkbox"/> Community Interest group	<input type="checkbox"/> Other (Please Specify):

### C) About your organisation

What, are your Organisation's / Group's aims/activities?



## G) Funding for the Project

Please specify the total costs of the project (include copies of three recent quotes or estimates)

Costs	£
<b>Total Cost</b>	

What other fundraising are you planning to use, please provide details

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Please specify the total income for the project, e.g., other grants, fund raising events, and existing reserves

Income	£
<b>Total Income</b>	

Amount of Grant requested in this application:

£

What would you do if this project was not funded by Saltney Town Council?

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## H) Your Organisation's Finances

Please provide us with your organisation's audited accounts, expenditure and income for the last three years. Newly formed organisations please provide an estimate for current year.

Year	Year 1: _____	Year 2: _____	Year 3: _____
<b>Expenditure</b>	£	£	£
<b>Income</b>	£	£	£

Please list any grants that you've received from different organisations in recent years:

Year	Organisation	Amount
		£
		£
		£
		£
		£
		£

## I) Consultation & Referees

In determining your grant application, it may be necessary to consult with others in compliance with GDPR

Are there any Town or Flintshire County Councillors and / or Officers that are familiar with or involved with your organisation? (Please indicate whether familiar or involved)

Name	Involved in what capacity

## Data Protection Disclaimer Statement

Any information supplied by you will be processed by Saltney Town Council in accordance with the General Data Protection Regulation (2018) which replaces previous Data Protection Acts. In supplying information, you automatically give consent to the Council to process the data for the purpose for which it is intended. All personal information provided will be treated in the strictest confidence and will only be used by the Council, or disclosed to others, for a purpose permitted by law.

## K) Declaration

I confirm on behalf of the organisation that the information contained in this application is true and correct and has been approved by the management committee. I understand that any grant awarded by the Council will be subject to terms and conditions and will only be used for the purpose described in this application.

Please Note: This section **MUST** be signed by both the Applicant AND a Member of the Management Committee.

**You may be asked to attend a future meeting to explain how the grant has been spent.**

Applicants Name (PRINT):

Position on management committee (if applicable):

Signature:

Date:

Management Committee Members Name (PRINT):

Position on Management Committee:

Signature:

Date:

# CHECKLIST FOR DOCUMENTS TO BE SUBMITTED WITH APPLICATION

Please ensure that this checklist has been completed and that **all documents** are submitted with your application.

Applications that do not include the required documentation as detailed below will **NOT** be considered for a grant.

1.	The application form has been signed by the Applicant.	<input type="checkbox"/>
2.	The application form has been signed by an appropriate member of the Management Committee of the organisation. (This person must not be the Applicant)	<input type="checkbox"/>
3.	A copy of the constitution or set of rules, signed by Chair, Secretary or Treasurer is enclosed.	<input type="checkbox"/>
4.	Proof of bank or building society account with at least two joint account signatures is enclosed. This should be in the form of the most recent bank or building society Statement <b>signed by the two afore mentioned account signatures.</b>	<input type="checkbox"/>
5.	A copy of the most recent accounts or statement of income and expenditure is enclosed. <b>This must be signed by the Chair, Secretary or Treasurer (If you provide audited accounts only one signatory is required)</b>	<input type="checkbox"/>
6.	If Organisation has not been established for one Year, please submit a business plan	<input type="checkbox"/>
7.	Quotes for items to be purchased using this grant if awarded.	<input type="checkbox"/>
8.	You have copied the application form for your records.	<input type="checkbox"/>
9.	You may be asked to attend a future Council Meeting to explain your application	<input type="checkbox"/>

**Return your application to:  
Miss Tracey Brown  
Town Clerk and Responsible Financial Officer  
Suite 15, Riverside House,  
River Lane,  
Flintshire,  
CH4 8RQ**