

# PATCHWAY TOWN COUNCIL

## GRANT AWARDING POLICY

### 1. 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 at the end of the project and a formal Receipt for the money granted.

### 2. Scope

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

### 3. How to be awarded a Grant

#### Grant Application Form

**Please see the below guidance notes on applying for 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.

2. The Town Council reserves the right to use its discretion in the operation of its grants policy.
3. Priority will be given to groups which benefit the residents of Patchway and which demonstrate a long-term benefit to the community.
4. Upon receipt of properly completed forms, the Council will consider grant aid applications at the next scheduled meeting.
5. The Council considers grants between 1st April and 31st October and does not normally consider grants submitted after the first Tuesday of November except in exceptional circumstances.
6. Grant applications are not normally considered in retrospect.
7. 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 a statement of income and expenditure for the last 12 months.

8. If your organisation has a written constitution and/or Equal Opportunities Policy, please enclose copies with your application form.
9. If an application is made for a specific item of equipment or services, copies of receipts are required for Council audit purposes and should be returned within 6 months.
10. 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.
11. 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.
12. 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.
13. If you need further clarification or further assistance in the completion of the application, then please contact the Town Clerk.
14. Completed applications forms should be sent to the Clerk to Patchway Town Council, Callicroft House, Rodway Road, Patchway, Bristol BS34 5DQ.

**Adopted by Patchway Town Council on 27/11/2018**