

# RINGWOOD TOWN COUNCIL

## Grant Procedure Guidelines

**All applicants** should consider these guidelines to assist in the submission of their applications. In focusing on how your project meets with the objectives of Ringwood Town Council (hereinafter call “the Council”) you will help to avoid unnecessary delay or rejection.

The Council expects to award most grants in the range £50 to £250 and although larger awards may be made in exceptional cases, no award in excess of £500 should be expected or applied for. Recipients of larger awards may be invited to the next Full Council meeting to have the award presented by the Town Mayor.

The Council looks to support projects which align with the Council’s strategic objectives and/or confer a direct benefit to the residents. Applications which would benefit only a single individual cannot be accepted. Advice can be sought from the Council ahead of submitting an application.

If a grant is awarded by the Council, suitable acknowledgement of the Council’s support must be made on all printed material and in any press release or interview.

1. Grants are assessed on how they meet and support the Council’s aims and objectives, such as but not exclusively:-
  - a) To promote community and individual wellbeing through social, cultural, economic and leisure activities for the residents of Ringwood;
  - b) To encourage local support and participation to develop a stronger community spirit in Ringwood;
  - c) To encourage and support organisations wishing to put on community events in Ringwood;
  - d) To promote the town to both residents and visitors and to support the commercial activity within Ringwood.
2. Funding for the award of grants is made available on an annual basis, as part of the Council’s budget process. The Council’s financial year runs from 1<sup>st</sup> April to 31<sup>st</sup> March of the following year.
3. Grant applications are considered by the Council’s Policy & Finance Committee when it meets on the third Wednesday of March and September each year. Consideration will be given to every application submitted at least 14 days before the relevant meeting. Applicants are encouraged to submit applications as early as possible to allow time for Council staff to check them and request any missing details or documents in good time.
4. Grant application forms must be completed in all cases. The form sets out the applicant’s details. All sections should be completed and the form returned along with any supporting documentation. Incomplete forms or missing documentation can result in a delay in determining an application or in a nil award being made.

Grant application forms are available via:

- Ringwood Town Council website [www.ringwood.gov.uk](http://www.ringwood.gov.uk)
- Ringwood Town Council, Ringwood Gateway, The Furlong, Ringwood, BH24 1AT
- By telephone on 01425 473883
- Email [town.council@ringwood.gov.uk](mailto:town.council@ringwood.gov.uk)

5. It is important that any application is submitted using the current application form. An application made not using the Council's form will be rejected.
6. Grant applications, once successfully submitted, are considered and decided upon at the next relevant meeting of the Policy & Finance Committee. Applicants can (and are encouraged to) attend and make a brief presentation to the Committee, not to exceed 3 minutes.
7. Grant applications are more likely to succeed where the applicant can demonstrate any/all of the following:-
  - a) That their project meets the aims of the Council
  - b) That it provides benefits to the community or community groups
  - c) Additional funding is met from alternate sources
  - d) The organisation is working in partnership with other organisations to help deliver the aims of the Council
  - e) That their project provides support or assistance to disadvantaged groups within the community
  - f) That a planned event/activity will provide long term benefits to the community
  - g) That any award by the Council would provide 'pump priming' funding
8. Applications for core funding (towards the principal running costs of an organisation) may, in addition to Section 7, need to conform to some or all of the following requirements, as appropriate:-
  - a) Include a financial plan for a minimum of three years
  - b) Include a project budget showing planned major expenditure and income
  - c) Include evidence that service objectives will be deliverable
  - d) Facilitate monitoring by the Council
  - e) Provide for production to the Council of proof of achieving targets
  - f) Provide a commitment to support town events
9. The Council is unlikely to award a grant where:-
  - a) The application is for or would support or promote political ideals or affiliations
  - b) The application is for or would support or promote religious ideals or affiliations
  - c) The application is likely to benefit only a small number of people
  - d) The event to which the application relates does not take place within the town
  - e) It is from an organisation based outside Ringwood unless it demonstrates clearly a benefit to the residents of Ringwood
  - f) A previous application has been received in the same financial year
  - g) The applicant has substantial reserves or income from other sources.
10. Grant awards will not be made retrospectively.

11. The Council cannot reimburse any costs incurred by an organisation in its submission of an application for grant aid.

N.B. it is not the practice of the Council to offer discounts on hiring Council facilities (such as Ringwood Gateway, Carvers Clubhouse or open spaces), and bookings should be made through the Office Manager. Applicants are reminded that Carvers Clubhouse is solely for the benefit of the young people of Ringwood and any request to use that facility will need to show how it relates to youth matters.

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