

# RINGWOOD TOWN COUNCIL

## Grant Procedure Guidelines

**All applicants** should consider these guidelines to assist in the submission of their application. 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 majority of grants awarded by the Council are in the range of £50 to £500. The Council looks to award grants where the project supports the Council's strategic objectives and/or there is a direct benefit to the residents. Advice can be sought from the Council ahead of submitting an application.

In the event that 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. Whilst grant applications can be submitted at any time of the year, there is always a risk that those who apply towards the end of the Council's financial year will be unsuccessful, due to the budget being fully allocated.
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 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 correct application form:
- Form 1 – application for general funding
  - Form 3 – application for festival funding
- An application made not using the Council's form will be rejected.
- 6.** Applications received later than 7 days prior to the Policy & Finance Committee will be deferred to the next meeting of that Committee. In exceptional circumstances, and with the agreement of the Town Mayor and Chairman of the Policy & Finance Committee, an application can, where it has missed the deadline for the Policy & Finance Committee, be brought to Full Council for consideration.
- 7.** Grant applications, once successfully submitted, are considered and decided upon at the next meeting of the Policy & Finance Committee. Applicants can attend and make a brief presentation to the Committee, not to exceed 3 minutes. Any application being brought to the Committee will have full supporting papers with it.
- 8.** Grant applications are more likely to succeed where the applicant can demonstrate delivery of any/all of the following:-
- a) That they are meeting the aims of the Council
  - b) That they provide 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) Projects provide support or assistance to disadvantaged groups within the community
  - f) The event/activity shows long term benefits to the community
  - g) Where the Council is providing 'pump priming' funding
- 9.** Applications for core funding (towards the principal running costs of an organisation) may, in addition to Section 8, need to conform to some or all of the following requirements, as appropriate:-
- a) Have a short and medium term financial plan in place to cover a minimum of three years
  - b) Provide the Council with a project budget showing planned major expenditure and income
  - c) Be required to provide guarantees on the delivery of service/objectives
  - d) Be subject to further monitoring by the Council
  - e) Have the payment of the grant, or part thereof, reliant on proof of achieving targets
  - f) Provide a commitment to support town events
- 10.** 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 solely or mainly to the benefit of an individual
  - d) The event to which the application relates does not take place within the town
  - e) That is from an organisation based outside Ringwood unless it provides a quantifiable 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.

**11.** Grant awards will not be made retrospectively.

**12.** 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, The Place, Carvers and other open spaces), and bookings should be made through the Office Manager. Applicants are reminded that The Place 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.