



## Grants Policy and Guidelines



Alsager Town Council is funded only by the local residents of Alsager and therefore has funds available only to assist community organisations that directly benefit Alsager residents.

Subject to funding being available, Alsager Town Council is committed to providing assistance and support to local community groups within Alsager, the councils financial support is provided by way of Grants. These grants are determined against criteria set by, and which can be amended from time to time by Alsager Town Council.

Alsager Town Councils grant making policy aims to:-

- Enable local people to participate in voluntary groups and organisations and activities
- Help the town's voluntary groups and organisations to improve effectiveness.
- To support organisations which meet the needs of the people experiencing social and economic difficulties.
- To ensure that there is equality of access and opportunity for all Alsager residents to the services it provides and funds.
- To enable the local community to be involved with and participate in local sports clubs/organisations.

All applicants should consider the following guidelines carefully when deciding whether to submit an application. Failure to fulfil the criteria or to omit information requested may result in your application being unsuccessful.

1. The membership or service provided by organisations/groups must be open to anyone and benefit the people of Alsager.
2. All organisations/groups must forward a copy of their constitution which outlines their aims and the way it is organised, controlled and administered. Groups are also expected to have relevant insurance cover appropriate to their activity.
3. Organisations must provide a copy of their previous years audited accounts.
4. Organisations/groups must be non-profit making.

5. An indication of match-funding towards the costs of schemes is encouraged. Ideally, organisations/groups should be planning not to be reliant on this grant aid in future.
6. Applications will be considered for projects at all levels of ability. Projects should ideally be run by a cross-section of abilities and cultural backgrounds.
7. The organisation/group shall provide Alsager Town Council with evidence that the grant has provided benefit for the funding awarded.
8. All applications should be received by 20<sup>th</sup> September to guarantee consideration in the Town Councils Annual Budget.
9. It should be noted that even if you meet all the criteria shown, there can be no guarantee that your application will be successful.

After an application has been submitted, the Town Clerk will check that the application form is complete and the requested documents are enclosed. You may be contacted for additional information.

**Incomplete forms or failure to produce additional information will result in your application not being considered for grant allocation.**

Grants will be assessed using the following criteria:

- A complete application form and enclosed additional information.
- If you have received a grant before
- How your group is set up and managed
- Your finances and the financial need for funding
- What need/demand there is for your project
- Support and involvement for the wider community
- Efforts to secure other sources of funding
- If your project provides value for money for the residents on Alsager

Applications may be submitted at any time, however they will only be considered once a year. All applications must be submitted to the Town Council by 20<sup>th</sup> September in order to qualify for funding for the following year. The grants panel will then meet to make their decisions on the allocation of grants throughout October/November, these recommendations will then go to Full Council for ratification in December to be included in the budget for the following year.

Organisations that have been successful with their application will be notified in January and cheques will be issued in June.