



# **GRANT APPLICATION PACK**

## **2023/2024**

A paper copy of the application and supporting information must be received by the Town Council no later than noon on Tuesday 3<sup>rd</sup> October 2023.

Louth Town Council  
The Sessions House  
Eastgate  
Louth  
LN11 9AJ

## LOUTH TOWN COUNCIL GRANT APPLICATIONS 2023/24



### **What are grants for?**

The Town Council has a fund to give grants to charitable, voluntary and public sector organisations. This is to support the work carried out by groups who undertake activities that benefit Louth residents.

### **Who can apply for a grant?**

The types of organisation that can apply for grants are for example, Charitable organisations, Pre-school playgroups, Youth clubs, Sports clubs, Arts groups and Advice organisations.

The fund is intended for projects that will benefit Louth residents as a whole, and so there are some cases where we are not able to provide grants. These include:

General appeals (e.g., national/international disasters)  
National organisations without a locally-based group  
Individuals (e.g., sponsorship for individual sportsmen and women)

### **How much grant is available?**

The Town Council gives variable grants, considering each application on its merits.

### **How do I apply for a grant?**

If you think you might qualify for a grant, complete the enclosed application form and return it to the Town Council. You will also need to send a copy of your latest accounts. **You must send back a paper copy of the form and supporting documentation to reach the Town Council Offices no later than noon on Tuesday 3<sup>rd</sup> October 2023.**

### **How is the decision made?**

The Town Council's Financial Overview Working Group will meet to look at all applications received by the closing date. The Governance and Finance Committee will then consider the Working Group's recommendations. If you are awarded a grant, you will be advised as soon as possible after the Committee meeting.

### **PLEASE NOTE**

Successful applicants will need to provide an invoice when the work or goods have been purchased.

Successful applicants will be expected to attend the Annual Town Meeting scheduled to be held on Tuesday 16<sup>th</sup> April 2024 to show / give evidence of how their grant has been used.

## **Application Checklist**

The following Check List may assist you in completing your Grant Application Form. Applicants are advised to read through the list below before submitting their completed forms.

Have you completed **ALL** sections of the form?

(If you are unable to complete any part of the form, please indicate why in your supporting statement, or write "not applicable" where appropriate).

Does your application set out how your Organisation meets the requirements of the 'eligibility criteria'? (See next page).

Have you enclosed your Organisation's latest set of accounts?

(If you are unable to provide these for any reason, you **MUST** indicate why in your supporting statement).

Have you signed the statement on page 4 of your application form to certify that all the details are correct?

Does your application explain how Louth residents would benefit from any grant awarded to your organisation?

To enable your application to be considered, as soon as possible, please return a paper copy of your application form and supporting documentation to:

Louth Town Council  
The Sessions House  
Eastgate  
Louth  
LN11 9AJ

**Applications must be received NO LATER THAN  
Noon on Tuesday 3<sup>rd</sup> October 2023**

## **What are the eligibility criteria for, and conditions relating to grants?**

The Town Council's Grants Policy requires all applicants to comply with the following eligibility criteria. Please read this carefully before submitting your application.

The applying organisation should be a properly constituted voluntary or public sector body and should be either based wholly in Louth, or able to demonstrate that its beneficiaries are resident in Louth.

The organisation concerned should demonstrate that it is providing a service outside the scope of or in addition to normal public or private provision.

Grants or donations are not payable to organisations or charities operating abroad.

Grants or donations cannot be utilised to "sponsor" named individuals e.g., aspiring sportsmen etc.

Where a grant is awarded towards a capital project, the organisation concerned should be able to demonstrate that it has clear plans for raising the remainder of the necessary finance.

Where a grant is given towards the purchase of equipment or as a contribution to building works etc., the grant will only be paid once an invoice has been received from the organisation concerned, or upon the production of other equivalent evidence to the satisfaction of the Town Clerk.

A condition of any grant is that the Town Clerk reserves the right, on behalf of the Council, to inspect any purchase of furniture and equipment, etc., or any building work that has been carried out, to verify that the grant has been used for the purpose authorised.

Where a "starter grant" is provided, the Town Council will need to be satisfied that the organisation concerned has proposals to become self-supporting.

Organisations applying will need to provide a set of audited accounts for the previous financial year (except in relation to new organisations).

Successful applicants will need to provide an invoice when the work or goods have been purchased.

### **Help and advice**

For further help and advice please email the Town Clerk, Mrs. Lynda Phillips on [clerk@louthtowncouncil.gov.uk](mailto:clerk@louthtowncouncil.gov.uk).

# LOUTH TOWN COUNCIL GRANT APPLICATION FORM - 2023/24

Please complete **all sections** of this form clearly using black ink.

## A. Your Application

1. Name of organisation in full: .....
2. Name and address of person making the application (to whom all correspondence *will* be sent):  
.....
3. Daytime telephone number: .....
4. E-mail address: .....
5. Name of person/organisation cheques should be made payable to: .....

## B. Your Organisation

6. Registered charity number (where applicable): .....
7. Year organisation established: .....
8. What does your organisation do? *Please give aims and objectives. If you have a publicity leaflet, please attach this too.*  
.....  
.....
9. Please state whether your organisation is:  
Louth based for Louth people?      Yes/No      Louth branch of a national organisation?      Yes/No  
Louth based serving a wider area?      Yes/No      Local organisation partly serving Louth?      Yes/No
10. Where are your organisation's headquarters? .....
11. What is the total Membership of your organisation? .....
12. How many Members live in Louth? .....
13. Please give the names and addresses of the Officers of your Organisation?  
Chairman .....
- Treasurer .....
- Secretary.....

## C. Grant Request

14. How much grant are you asking for?      £.....
15. What is the total cost of the project?      £.....
16. What will you use the grant for? (Please supply a written quotation to support your request for funds).  
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.....  
.....

17. What is the legacy the grant will give to Louth and how many people could go on to gain from this grant over the next 10 years?  
.....  
.....  
.....

18. How many people in Louth do you estimate will be receiving help from the grant? .....

19. Have you requested funds from other sources? .....  
*(If yes, please give details)*  
.....

19. What fund raising efforts will your organisation be making? .....

**D. Additional Details**

20. Please indicate the age range of the beneficiaries of any award - e.g., young children/youth/adult/senior citizens.....

21. Please provide a set of your organisation’s latest **AUDITED ACCOUNTS**, together with details of income and expenditure for the current year. If a large reserve and/or surplus is indicated in your latest annual accounts please explain below why you are applying for additional funds.  
.....  
.....

22. Please use the space below to include a **STATEMENT** in support of your request. *(This must include details of how your organisation meets the 'eligibility criteria' set out in the information pack sent to you with this form. In addition you should include details of the ways in which you would publicise how the Town Council has assisted you, if your application is successful).*

**E. Statement in Support of Grant Request**

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.....

**F. Certification**

I certify that the above information and the contents of the attached documents are correct at the time of applying. I understand that if any of the information is subsequently found to be incorrect this may lead to the organisation being disqualified from consideration and/or the withdrawal of any grant awarded. I agree to my organisation being bound by the eligibility criteria and any conditions set by the Town Council.

**SIGNED:** ..... **DATED:** .....

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