GUIDANCE NOTES FOR THE LOCAL COUNCILLOR GRANTS FUND

Shrewsbury Town Council has allocated £750 to each of the 17 Wards of Shrewsbury so that the local Councillor can consider and allocate funds in his/her local area.

It is a matter for the local Councillor as to the level of grant awarded and when that money is awarded. Therefore, in the first instance it would be wise to contact your local Councillor.

Principles

All applications will be considered on their individual merits, but there are a number of guiding principles:

- How well the grant meets the needs of the community (and in particular the specific ward) and benefits the residents of Shrewsbury;
- How many residents of Shrewsbury shall benefit from the project and whether the size of grant is commensurate with those benefitting;
- How effectively the group will use the grant;
- How appropriate and realistic the budget is;
- How much has been raised by the group towards the project (generally speaking the Council would wish to see at least 10% of the total project being raised locally);
- Whether the project can be sustained beyond the use of the grant

Who can apply?

We will consider applications from:

- Groups, clubs, committees or charities based in Shrewsbury. You will need to show that you are organised and have your own bank account.

We will not consider applications from:

- Businesses or organisations with a profit-making remit;
- Funding shall not be provided to support a group's own philanthropic aims;
- Individuals;
- Groups that have either already started/finished a project or purchased items.

When & How can I apply?

You can apply at any time, but once the local Councillor's allocation of £750 has been spent there will be no more.

Applications forms are available either in hard format from Riggs Hall or the local Councillor, or electronically on the website (www.shrewsburytowncouncil.gov.uk/finance/grants).

You will receive a response within 28 days of submission

Conditions of a Grant

1. The applicant must agree to any conditions of a grant funding offer which shall be sent out prior to any payment of a grant;
2. The grant shall be paid by cheque/banks transfer, payable to the organisation making the application referred to in the application;
3. The application form (with all personal data redacted) shall be made public on the Council's website;
4. It is expected that the Town Council and the local Councillor shall be acknowledged for their support in any publicity material related to the project (an electronic copy of the Town Crest is available for this use);
5. All grant applications shall be monitored to ensure that the money was spent on the purpose intended. Monitoring Forms shall be sent out for completion within 3 months of the grant being paid over or within 3 months of the activity being completed.