



## **GUIDANCE NOTES FOR COMMUNITY GRANTS FUND 2024/25**

Shrewsbury Town Council awards grants to local organisations to assist them to achieve their aims and objectives. The Council has a policy of only assisting truly local community groups, and this is interpreted to mean those organisations based in the Shrewsbury Town Council area or national bodies with an independent branch in the same area, providing support to the residents of the Parish of Shrewsbury.

### **Who/What will we fund?**

- Applications must be from a properly formed group, club, committee or charity, which must show that the group has charitable/community aims and benefits the residents of Shrewsbury.
- These organisations should have:
  - A constitution/set of rules
  - A bank account
  - Public Liability Insurance
- Community Grants Fund will fund either new projects or continued services.
- Community Grants Fund may be used as match funding.

### **Who/What will we not fund?**

- Any group whose aims the Town Council considers to be working within a business or profit-making remit cannot apply
- Grants may not be made to individuals.
- Applications where those benefiting do not live in Shrewsbury
- Projects that have already been completed or items already purchased
- Applications for more than £3000 are unlikely to be successful.

### **How is an application considered?**

- All applications will be considered on their individual merits.
- The Finance & General Purposes Committee will consider applications on the following basis:
  - How well the grant will meet the needs of the community
  - How effectively your group will use the grant

- Whether the costs are appropriate and realistic
  - Level of contributions raised locally
  - Whether the applicant could reasonably have been expected to obtain sufficient funding from a more appropriate source
  - How the group is managed
  - How the grant positively benefits residents residing within the Parish of Shrewsbury
- Applications will be considered twice a year (July & February) by the Finance & General Purposes Committee.
  - You are expected to attend the meeting to provide any additional supporting information and answer any questions the Committee might have.
  - **Deadline dates for the receipt of Community Grant Applications are listed at the end of these guidance notes. Grants received after this date will not be considered. All applications must be received by 1.00pm on the deadline date. Applications received after this deadline will not be considered.**
  - Grants to successful applicants will be paid by cheque/bank transfer.
  - Applicants must fulfil at least two of the Town Council's General Aims & Objectives:
    - Providing a democratic representational voice for the Shrewsbury community.
    - Supporting and contributing to the economic and social life of the town and regeneration of the local community.
    - Encouraging and promoting the economic and commercial vitality of the town.
    - Preserving the unique identity of Shrewsbury and promoting its heritage.
    - Creating a socially inclusive and caring community.
    - Protecting and improving the environment of the town and promoting sustainable development.
  - The application form, accounts and other information will be placed on the public agenda of the Finance & General Purposes Committee meetings. No personal data will be disclosed.
  - The Town Council must be satisfied that the funding is of commensurate benefit to the residents of the Parish of Shrewsbury.
  - Successful applicants will be required to submit a Monitoring Form on the success of their project.
  - The final decision on assessment of applications and the level of any award offered lies with the Shrewsbury Town Council.
  - Recognition of the grant from Shrewsbury Town Council must be made in any publicity and acknowledged on any letterheads and promotional documents.

### **How to apply?**

- Applications for funding must be made on the Community Grants Application Form
- Only one application per financial year can be submitted by an organisation and similar applications for more than two financial years will not be looked on favourably

- A copy of the governing document must be forwarded with the application
- A copy of either audited accounts/budget for the relevant financial year must be forwarded with the application
- Additional information eg leaflets, literature, annual reports etc which would evidence of previous work undertaken are also welcomed.

### **Application Deadlines**

<b>Deadline for Submission</b>	<b>Consideration of Application</b>
<b>1pm on Friday 24 January 2025</b>	<b>Monday 3 February 2025</b>