

Chipping Norton Town Council Grants to Voluntary Bodies Scheme Committee Ready Grant Scheme Pack

Adopted by: Finance and Resources Committee Adoption date: _____

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1. Grants to Voluntary Bodies Policy

The Council provides grants to voluntary and community organisations delivering activities that benefit residents of Chipping Norton. The scheme supports projects that strengthen community life, encourage participation and improve wellbeing.

Council Aspirations Projects supported through the scheme should normally contribute to one or more of the following:

- Strengthening community cohesion and participation
- Supporting health, wellbeing and social inclusion
- Encouraging arts, culture, heritage and sport
- Supporting environmental sustainability
- Increasing opportunities for residents to participate in community life

Available Grants of up to £2,000 may be awarded. The overall grants budget is agreed annually as part of the Council's budget setting process.

Applications are welcomed from not-for-profit organisations such as charities, voluntary groups, community interest companies operating on a not-for-profit basis, sports clubs and community organisations.

Applicant organisations must:

- Have a constitution or governing document
- Operate on a not-for-profit basis
- Hold a bank account in the organisation's name
- Require a minimum of two authorised signatories
- Demonstrate benefit to residents of Chipping Norton

The Council will not normally fund individuals, commercial organisations, retrospective projects or activities that are the responsibility of another public authority.

Applications will be considered by the Finance and Resources Committee. The Committee may award the full amount requested, a reduced amount or decline the application.

All awards are made subject to the Council's grant scheme terms and conditions.

Successful organisations must:

- Use the grant only for the approved purpose
- Spend the grant within the financial year unless otherwise agreed
- Return any unspent funds
- Provide invoices or receipts if requested

The Council reserves the right to recover funds if conditions are not met.

Monitoring, publicity and project visits

The Council may request progress updates and reserves the right to visit projects supported through grant funding.

Publicity Organisations should acknowledge the support of Chipping Norton Town Council in publicity and promotional materials.

Reporting Grant recipients will be required to complete a monitoring report outlining how the funding was used.

2. Guidance for Applicants

The Council supports projects that strengthen community life in Chipping Norton.

When preparing your application:

- Clearly demonstrate how the project benefits Chipping Norton residents.
- Provide a realistic project budget.
- Show how many residents will benefit.
- Explain how the success of the project will be measured.
- Ensure all required documentation is included.

3. Application Form

3.1. Organisation Details.

Organisation name:	
Contact name:	
Position in organisation:	
Address:	
Telephone:	
Email:	
Organisation type:	
Charity number (if applicable):	
Social media links:	
Website:	
Social media links:	

3.2. Bank account details.

Bank account name:
Sort code:
Account number:

Payments will only be made to a bank account in the name of the applicant organisation.

3.3. Fundraising Activity.

Fundraising activities in the last 12 months.
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3.6. Details of free venue use.

Please list the dates and times of each venue you are requesting free use of.

3.7. Project description, benefits and measuring impact.

Describe your project (max 300 words).

What benefits will your project bring to Chipping Norton residents? (max 300 words).

How will you measure the impact of your project? (maximum 100 words).

3.8. Supporting documents and declaration.

Supporting Documents Checklist Constitution or governing document Bank statement Safeguarding policy (if applicable) Other supporting documentation

Declaration I confirm the information provided is true and accurate. I confirm I am authorised to submit this application. I confirm the organisation accepts the grant scheme terms and conditions.

Name: _____

Position: _____

Signature: _____

Date: _____

Incomplete applications will not be presented to the Committee for consideration.