

NEWPORT (SALOP) TOWN COUNCIL

COMMUNITY GRANTS

Grant applications should satisfy at least one of 2 basic criteria – Seed funding (a new/ novel activity that needs some start-up funding) or Crisis funding (where an unexpected event puts the ongoing activities of a group at risk).

The agreed policy can be found on the Town Council's website under the heading grant aid or available in hard copy to view at the Town Council offices and should be read prior to completing the application form.

If you are considering making an application you will need to fill in the application form carefully. Complete as much of the form as possible and if you do not have all the information requested, write a letter of explanation on a separate sheet. The councilors need to make a financial decision and to do that they need to have a clear picture of your group, how it is run and how successful your activities are or what caused you to be in crisis. Remember, too much information is better than not enough. If you need assistance in filling in the application form, please contact a member of the Town Council Staff.

Who May Apply?

- Any Charity, Voluntary Group or Community Organization.
- Applications are not restricted to groups operating solely within the Newport area, although the Council will need to be sure that a significant number of Newport residents benefit or will benefit from the groups activities.
- Agencies operating within the Newport Area for the benefit of the local community
- Newport town Council will not fund activities that it considers to be the responsibility of the statutory authority.

Conditions

- Grants cannot be awarded to individuals.
- Grants will not be made retrospectively.
- The Parish Council does not encourage groups to become reliant on grants and therefore will not generally make awards for similar items on a regular basis.
- The grant must be used for the purpose for which the application was made, and wherever possible receipts or proof of purchase should be provided.
- If the group is unable to use the grant for the stated purpose, all monies must be returned to Newport Town Council.

Check List

- On completion of your application form please ensure that you have remembered to sign and date the form, and to attach, e-mail, post or present the following:
- A copy of your constitution.
- A copy of your audited accounts, or details of annual income and expenditure.
- Quotations, estimates or information on the project/item for which funding sought.
- Where some of the potential beneficiaries of grant funding are from outside of Newport (e.g Church Aston, Chetwynd End, Lilleshall), we would normally expect to that those parish councils should also be approached to provide support.
- Any additional information in support of your application.

NEWPORT TOWN COUNCIL GRANT APPLICATION FORM

1	Name of Group/Organization			
2	Correspondence Address			
3	Meeting Place/ Location of Activity			
4	Purpose of Group/Organizationⁱ			
5	If the group involves young people do you have a child protection policy?			
6	How often do you meet?			
7	Is the group affiliated to any governing body?			
8	Total Number of Participants		Number of Participants from Newport Area	
9	What is the value of the grant funding required?	£		
10	What is the grant funding to be used for?			
11	To whom should cheques be made payable to?			
12	If you are a registered charity please provide your registered charity no.			
13	Please provide a copy of your most recent annual accounts, i.e. Income & Expenditure and Balance sheet			

Additional Commentsⁱⁱ

Details of Applicant:

Signature		Name	
Date		Tel No	

Applications should be forwarded to **Newport (Shropshire) Town Council (attn: grant funding), The Guildhall, High Street, Newport, Shropshire, TF10 7AR**

Telephone: 01952 814338

E-mail: enquiries@newportsaloptowncouncil.co.uk

ⁱ Attach a copy of your constitution or summarise activity/purpose

ⁱⁱ Provide any further comment that will assist the Newport Town Council in reaching a decision

Provide any evidence of other methods of fund raising currently being undertaken