

# AMBLE TOWN COUNCIL



Town Clerk  
Council Office  
Fourways  
Dilston Terrace  
Amble  
Northumberland  
NE65 0DT  
Please call: 01665 714 695  
or e-mail: ask@amble.gov.uk

## APPLICATION FOR A GRANT OR DONATION

### Who is Applying

Name of Organisation	
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Name of Representative	
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Position in Organisation	
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Address of Organisation	

Telephone Number of Organisation	
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Your Address (if different from above)	

Your Telephone Number	
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<p>Have you received grants or applied for subsidies from other bodies?          If so, please specify sources and amounts of funding requested and status of your application (s= submitted; a= agreed; f= funding received)</p>

**Declaration**

I apply for a grant for the above organisation and declare that:

- I, on behalf of ..... have read and understood the scheme under which grants are made as contained in the Notes of Guidance.
- I, on behalf of ..... have noted all conditions under which grants are made and confirm that, if successful in this application, I and the organisation will abide by them.
- I am enclosing the most recent balance sheet and statement of accounts of the organisation to whom the application relates (if not, please state the reason).
- I understand that the Council reserves the right to recover any amounts given in the event these conditions are not fulfilled, the grant is not used for the purpose specified, or the organisation ceases to exist.

**Signed**

**Date**

**Note:** Please ensure you have answered all questions and enclosed the relevant supporting information for your application

**Remember to enclose a stamped addressed reply envelope**

**THIS APPLICATION IS ONLY TO BE USED FOR REQUESTS IN EXCESS OF £150.**

# Notes of guidance for Applicants

Section 137 of the Local Government Act 1972 empowers local councils to make a Grant to voluntary bodies where, in the Council's opinion, the grant would benefit any part of its area or any of the inhabitants.

## Who can apply?

- ❖ Any organisation can apply provided that:

It is voluntary and/or non-profit making.

Can demonstrate the need for financial assistance.

Either operates within the town of Amble and the funds are to be used in the interests of or to directly benefit the area or its inhabitants or part of it or of some of them OR can demonstrate that the funds are to be used in the interests of or to directly benefit the area or its inhabitants or part of it or of some of them

Operates with no undue restriction to membership.

- ❖ Organisations should be able to demonstrate their independence and should have their own management committee and constitution
- ❖ New organisations can apply providing they aim to meet the criteria above.

## How to apply

- ❖ Applications should be made on the enclosed application form.
- ❖ A stamped addressed envelope must be included for return of the decision.
- ❖ Applications should be sent to:

**Town Clerk  
Fourways  
6 Dilston Terrace  
Amble, Northumberland  
NE65 0DT**

## Conditions of Grant

### The following conditions will apply to the receipt of a grant

- Applications will be considered at meetings of the Town Council held on the second Thursday of every month. The deadline for submission of the application is the first Thursday of that respective month.
- All meetings of the Town Council are open to the Press and the Public and the minutes of the meeting are available in the Council offices.
- All application will be judged on their merits.
- Applications must demonstrate that they are in need of financial assistance and are required to supply full details of what the grant is for, including funding from other sources.
- Applicants are advised to obtain a minimum of three quotations, where possible, for goods/services to be purchased and copies are to be attached to the relevant application form.
- Awards must be agreed in advance and cannot be made retrospectively.
- There will only be one award per group each year.
- Where an organisation has applied, grants will not be paid into an individual's bank account.
- Groups receiving awards above must acknowledge the assistance provided by Amble Town Council, in all publicity relating to that grant. Amble Town Council may use the name of your group- but not personal data- and its project in the Council's own publicity material.
- Within 6 months following receipt of the grant, groups must demonstrate how the grant has been spent and publicised (e.g. enclose any copies receipts, publicity etc.). This is to satisfy legal and Audit purposes
- Amble Town Council reserves the right to recover any amounts given and/or moveable equipment purchased in the event that these conditions are not fulfilled, the grant is not used for the purposed specified, or the organisation to whom the award has been made ceases to exist.
- The successful applicant also agrees not to dispose of any items purchased with the aid of this grant without written consent of the Town Council.
- When a grant expires Amble Town Council has no commitment to provide any further funding to the project or activity.
- All decision on grants made by Amble Town Council is final.

**Date:** May 2021  
**Policy effective:** Immediate

**Approving:**  
**Date for next review:**

**Full Council**  
**May 2022**