

TORPOINT TOWN COUNCIL

GUIDANCE NOTES TO ACCOMPANY THE SECTION 137 GRANTS FORM

The attached notes are designed to assist in completing the application form for financial assistance to voluntary and community bodies. It is advisable to produce as much information as possible to accompany the form. Any grant assistance must benefit some or all of the residents within the Torpoint parish boundary (i.e. the grant cannot benefit an individual or exclusively non-residents of the parish).

This form is only to be used by:-

Voluntary or community group - that is a not for profit organisation.

A Registered Charity

SECTIONS

1. Name of Organisation – This is the name of the organisation that is registered and in which name the bank account is established. The Council will only communicate with this organisation. Please do not name an organisation and then ask for cheques etc. to be made out to other organisations or individuals. This could have the effect of your application not being considered or any offer of grant assistance being withdrawn. If you have a constitution or terms of reference please provide it with the application.
2. Address – The address to where all correspondence in connection with this application will be sent.
3. Contact name and Position – The name and position of the contact and position in connection with this application.
4. Telephone number and email address – This is to contact the applicant if we require additional information or seek clarity. The email address will be used if it is a more convenient method of communication.
5. Charity Registration Number – If a charity please give the registration number.
6. Project Title – Please give the name of your project.
7. Estimated Start Date - If the project has already started please give the approximate date of the project commencement.
8. Please tell us about the project and why you think it should receive the contribution from Torpoint Town Council – The answer to this question is most important. The Council will only normally consider grant assistance for specific projects in other words to enable an organisation to progress or to undertake a piece of work that is essential. The Council will not usually consider grants for the day to day running costs (such as transport costs, utility costs etc.) as this would question the long term sustainability of the organisation. It can give general grants but this would be exceptional and at the discretion of the council. Please supply any additional information that can support your application. The Council must have assurance that the organisation is sustainable. It would also be useful to understand where the project will be delivered or where it is based.
9. Who will benefit from the project and how many of those are residents of Torpoint parish? - This is important as it allows the council to understand who will benefit from the project. It will also guide the council in allocating funding to enable as diverse a spread of grant assistance as possible and not just support for specific groups. Please avoid being vague by writing a reply such as "local residents". It is important that some or all of the beneficiaries are residents of the parish. The Council would also be interested in how many as a percentage of the total numbers of beneficiaries are residents of Torpoint parish if that information is available

10. Project Costs – This section is most important as is the accuracy and concise nature. Please do not be vague. The amount of grant being sought from the Town Council must be specific. The Town Council will not consider applications without this section being completed fully.

TORPOINT TOWN COUNCIL

Application for Grant for Voluntary Organisations Local Government Act 1972, Section 137

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

Notes to Applicants

To help us process your application quickly, please:

- Read the Applicant Guidance Notes carefully
- Complete the application fully – we will not consider incomplete forms
- Let us know if you have any questions before sending in your application

Name of organisation	
Full postal address	
	Postcode:
Contact name/position	
Telephone number	
Email	
Charity Registration Number (if applicable)	
Project title	
Estimated start date	

Please tell us about the project and why you think it should receive the contribution from Torpoint Town Council

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Who will benefit from the project and how many of those are residents of Torpoint parish?

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Project costs (Please provide a breakdown of the costs of the project)	£	p	Funding	£	p	S = Secured A = Applied for (delete as applicable)
			Own fundraising			S/A
						S/A
						S/A
						S/A
						S/A
			Amount you are seeking from Torpoint Town Council			
Total cost*			Total income*			

Please note: *The Total Cost and Total Income amounts must balance
(e.g. Total Cost - £100; Total Income - £100)

Checklist (Please make sure you have included the following with your application)	√
Written confirmation of any match funding awarded to your project (a letter or e-mail)	
Your organisations latest set of accounts or latest bank statement	

Declaration

I declare that the information supplied in this application is true.

I agree that, if this application is successful, any grant money received will be used for the purposes described in this form and in accordance with the terms and conditions listed below. I confirm that I am duly authorised and empowered to confirm this on behalf of the applicant group.

Signature: _____ Date: _____

Name (Please Print): _____

Torpoint Town Council - Terms and Conditions

1. Grants awarded must only be used to support the expenditure identified in the application, as approved, and for no other purpose.
2. Torpoint Town Council receives a report within 12 months of receipt of the grant, clearly showing that the money has been spent on the project.
3. The applicant must not use the grant for any unlawful activities, the promotion of political and/or religious activity or activities that are discriminatory on the grounds of religion, race, sex, sexual preference, age or disability.
4. Projects should not be for private profit.
5. If appropriate, the applicant must have insurance for any activity which the grant will be wholly or partly funding. This includes public liability cover at any community event.
6. Recognition of Torpoint Town Council financial support must be included on any promotional material.
7. The applicant will be required to participate in any publicity deemed appropriate by Torpoint Town Council associated with the offer of funding.

TORPOINT TOWN COUNCIL

FREE OF CHARGE USE OF COUNCIL FACILITIES

Torpoint Town Council endorses the Lettings Policy and recognises the principles therein, namely: -

- (i) That Council premises represent a significant capital investment and should be fully utilised;
- (ii) Is a valuable community resource;
- (iii) Council usage constitutes a natural priority;
- (iv) That a profit margin is welcome when derived from private or commercial usage but is not the objective when facilitating council or public engagement activity by designated users (e.g. public meetings).

The Town Council understands that it will from time to time receive requests for Council facilities to be used free of charge. This could be, for example, in pursuance of the needs for a local Charity or in response to a major disaster that requires an urgent injection of finances to alleviate suffering. The purpose of this document is to act as a guidance to assist Council members to decide on this matter.

Torpoint Town Council

Torpoint Town Council will use the facilities free of charge for

- **Town Council** meetings (including Council, Committee, Working party and others solely for Council based business)
- **Town Council** organised public meetings
- **Town Council** based or organised training
- **Town Council** operational meetings (including staff, meetings with principal authority representatives, meetings with other groups hosted by the Town Council, meetings with other representatives etc.)
- **Town Council led initiatives** (e.g. the Torpoint Town Partnership, Gorsedh).

Additionally there will be other occasions that necessitate free of charge use for civic functions and these will include

- Civic parades and ceremonies
- Freedom of Torpoint parades and receptions
- Mayoral receptions for visiting dignitaries, organisations including foreign visitors.
- Mayoral Civic Ball

Town Mayor

It is recognised the Town Mayor raises money for local charities and leads the community in responding to national and international disasters. The Town Council will allow the Town Mayor to utilise Town Council facilities on a maximum of 6 occasions to facilitate raising finances for charitable causes. These will include

- Funds raised for the Mayor's Charity(ies)
- Funds raised for recognised charities
- Funds raised in response to national and international disasters

To facilitate the above the Town Mayor will be expected to

- a) book the facility through the usual hiring system but clearly denoting it is for Mayoral use

- b) confirm the reason for booking the facility naming the Charity or relevant cause
- c) Present to the next council meeting a simple receipts and payments sheet showing how much has been raised by the event.

External Requests

The Council will from time to time receive requests for free use of facilities and without free use it can be demonstrated that the organisation, charity or individual cannot finance the event or use. The Council will then consider the application provided one or both of the following applies

- That free use of the facilities will benefit residents within the parish of Torpoint
- That the event is in pursuance to a national or international disaster

The Council will expect a full receipts and payments account of the event to be submitted within 28 days of the event or use.

The applicant will also be expected to complete the application form to use the facilities.

The Council will **not permit** free of charge use of facilities for the following:-

Companies, private businesses or organisations seeking to make financial gain for their business or organisations *

Individuals seeking to make personal financial gain.

*The Town Council might consider an exception for a new organisation wishing to start up and located within the parish. If this is relevant to the application, please speak to the Town Clerk in the first instance.



Torpoint Town Council – Free of Charge use of Council Facilities Application Form

Application for permission to use Council facilities at no cost

Please Note - The Council will **not permit** free of charge use of facilities for the following:-

a. Companies, private businesses or organisations seeking to make profit or financial gain for their business or organisations *

b. Individuals seeking to make personal financial gain.

➤ (*The Town Council may consider an exception for a new organisation wishing to start up and located within the parish. If this is relevant to the application, please speak to the Town Clerk & RFO in the first instance.)

1	Name of Organisation or Individual	
2	Name, Address and Status of Contact	
3	Telephone Number of Contact	
4	Email of Contact	
5	Reason for the request	
6	Please list the beneficiaries from any free use of the facilities	
7	Is the organisation a Registered Charity?	
8	If an organisation, please confirm bank statement or accounts are enclosed	
9	Please confirm the status of the organisation (if applicable)	
10	Venue and Dates (s) Required	
	Notional Value of Hire (To be completed by the Council Officer)	

You may use a separate sheet of paper to submit any other information which you feel will support this application.

By signing this form you are agreeing to provide the Council with a receipts and payments record within 28 days of the event or use and also confirming that no individual is making personal financial gain from the event or use.

Signed..... Date

