



BEACONSFIELD TOWN COUNCIL

Grant Application Guidance

Beaconsfield Town Council will consider applications from local community associations, cultural, educational, sporting, leisure and charitable organisations for financial assistance towards the expenses of the organisation. This document outlines the criteria by which monies will be allocated.

- 1) Grant applications are considered by the Council at full council meetings.
- 2) All grant applications must be made on the attached form.
- 3) Individuals and commercial organisations are not eligible for grants.
- 4) Grants will not be made retrospectively.
- 5) Grants will not be made to projects that discriminate on any grounds or contravene the Equality and Diversity Policy.
- 6) Applicants should be aware that it is unlikely that the Council will approve a grant in excess of 50% of the total cost of any project or activity.
- 7) Applicants must be able to demonstrate how the funding will give direct benefit to the area and the residents of Beaconsfield.
- 8) Applicants must provide a copy of their accounts for the last financial year if available or if not, the previous years.
- 9) For larger grants, the Council reserves the right to request evidence of competitive tendering.
- 10) The Council reserves the right to withhold, withdraw or recover the grant if;
 - a. The use for which the grant is awarded ceases.
 - b. Its aims and objectives vary to the extent that the application would not have been eligible for consideration at the time of the application.
 - c. The funds were not used for the purposes stated in the application.
- 11) The Council reserves the right to ask for evidence that the funding has been spent in accordance with the funding agreement (e.g. receipts for items.)
- 12) The Council will not enter into any correspondence regarding decisions made by the Council, and the Council's decision shall be final.
- 13) Recognition of the grant from Beaconsfield Town Council must be made in any publicity. Where appropriate, the Council may ask for the Mayor, or other Council representative, to attend a project or event.



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Grant Application Form

Name of organisation	
Address of organisation	
Contact name and email	
Position within organisation	
Is the organisation a registered charity? If yes, Charity Number	
What does your organisation do?	
How much are you applying for from BTC?	
What will the grant be used for? What is the specific project you need funding for?	



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How will you measure success of the project? What will be the outputs/outcomes?	
Have you received funding from the Council in the last three years?	Yes / No
If so, how much?	
How will the grant directly benefit the area and the residents of Beaconsfield?	
How can you evidence that there is a need for this project?	
What is the total cost of the project?	
How much has been raised from other sources (including in-kind funding). Please give amounts and organisations	



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If your grant application is successful, whom should the cheque be made payable or bank details for a BACS payment.	
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Document	Checklist (please tick to confirm)
Estimates / costings to support of your application	
Copy of the accounts for the last financial year, if available or if not, previous years	
If the organisation is newly formed please include a copy of the budget and business plan	

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