

# EXISTING GUIDELINES FOR APPLICANTS

Please read these notes carefully before completing the application form.

1. Swanage Town Council makes an annual budget of £10,000 available for grants and donations. In order to ensure a wide distribution of funds, grants will usually be for sums of less than £500. Larger grants may be considered in exceptional circumstances. In all cases applicants will be required to demonstrate financial need and the sum requested must be commensurate with the direct benefit obtained.
2. Please complete the attached form as fully as possible. If there is insufficient space on any part of the application form, please attach a separate note. The Council welcomes any additional supporting information that you believe will assist your application.
3. Requests for grant aid should be consistent with the Town Council's statement of policies and objectives (see [www.swanage.gov.uk/Policies.aspx](http://www.swanage.gov.uk/Policies.aspx)) and will normally only be considered from the following:
  - 3.1 A charity based in and/or operating within the boundaries of the civil parish of Swanage. National and regional charities must demonstrate direct local benefits.
  - 3.2 A non-profit making organisation serving the needs of Swanage or its residents.
  - 3.3 Residents of Swanage requesting grant aid with a capital project, which will be for the benefit of a wider group.
  - 3.4 A club, association or organisation serving all or part of the Swanage community.
  - 3.5 Organisers establishing new festivals and events, which will bring an economic, cultural or other benefit to the town.
  - 3.6 The Council will not provide grant aid to individuals, for the support of any political group, or to organisations that are socially exclusive (i.e. where there are restrictions on membership inconsistent with equal opportunities).
4. Applications for grant aid that do not meet the criteria set out in 3.1 to 3.5 above may be considered in special circumstances, but the Council cannot make grants retrospectively. If you wish to discuss a potential application please contact the Town Clerk either by telephone on 01929 423636, or e-mail [admin@swanage.gov.uk](mailto:admin@swanage.gov.uk)
5. Together with this application form you should also supply the following information:
  - a minute of the meeting of the organisation stating the purpose of the funding request and authorising the application;
  - a copy of the last audited annual accounts or, in the case of smaller organisations, a recent income and expenditure statement authorised by a qualified accountant.
7. Applications will normally be considered annually as part of the Council's budget setting process. The deadline for submission is the **31<sup>st</sup> December** for grants to be paid in respect of the forthcoming financial year, from 1<sup>st</sup> April. However, if funding remains available requests will be considered at any stage during the financial year.
8. Applications will be assessed on the basis of the information supplied, against the following criteria: whether the grant will support the Town Council's policies and objectives; how well the grant will meet the economic, cultural, environmental, social or other needs of the community; availability of alternative funding; extent of fundraising activity by the applicant(s); previous grant aid from the Town Council.
9. The decision of the Town Council is final. If your application is successful you will receive written confirmation of your award. You must sign a form accepting the Council's terms and conditions and will be expected to acknowledge Council support in all communication with the media.