



Morpeth
Town
Council

Mrs Tracey Bell ILEX, CiLCA
Clerk of the Council

Town Council Offices
Morpeth Town Hall, Market Place
Morpeth
Northumberland
NE61 1LZ

Please call: 01670 514314

or e-mail: tracey.bell@morpeth-tc.gov.uk

SMALL GRANTS APPLICATION

Who is Applying

Name of Organisation	
Name of Representative	
Position in Organisation	
Address of Organisation	
Telephone Number of Organisation	
Your Address (if different from above)	
Your Telephone Number	

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 applications.
(S = application submitted; A = application agreed; F = funding received).

Please included a copy of last years balance sheet for your organisation

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 (**mandatory**).
- 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.
- I understand that this application will be made public on the Town Council website.

Signed

Date

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

Notes of guidance for Applicants

Introduction

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.
 - Operates or lives within the town of Morpeth or will give benefits to those who reside in the Town.
 - 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.
- Applications should be sent to:
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Conditions of Grant

The following conditions will apply to the receipt of a grant

- All applications will be judged on their merits by the Finance & General Purposes Committee, which will determine whether or not to award the grant.
- Grants will only be awarded where the project makes a contribution to one or more of the following objectives:
 - Quality of Life
 - Social Inclusion
 - Support for the Local Economy
 - Culture and Heritage of the Town
- 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 not made retrospectively.
- There will only be one award per group (exceptions may be made subject to the approval of the Council) each year.
- No grant will be awarded to an organisation that currently receives a subsidy from the Town Council.
- 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 Morpeth Town Council, in all publicity relating to that grant.
- After at least 6 months of receiving the grant groups must demonstrate how the grant has been spent and publicised (e.g. enclose any copies receipts, publicity etc.).
- Morpeth 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.
- All decisions on grants made by Morpeth Town Council are final.