



Morpeth
Town
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

SUBSIDY APPLICATION

Please tick appropriate box

Initial

Maintenance

Essential

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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Have you received 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 include a copy of last year's balance sheet for your organisation or for a start-up subsidy a copy of your constitution or memorandum of association plus an external reference in support of your application

Declaration.

I apply for a subsidy 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 subsidies 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 Confirm that the organisation has a constitution or memorandum of association in place and a bank account in its name
- 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

Completed applications should be sent to:

Mrs Tracey Bell ILEX,CILCA
Clerk to Morpeth Town Council
Town Council Offices
Morpeth Town Hall, Market Place
Morpeth
Northumberland
NE61 1LZ

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

Notes of guidance for Applicants.

Introduction

SUBSIDIES – Criteria

The Council will provide subsidies to:

- Enable an organisation or group to establish itself.
- Maintain an existing organisation in its core activity for a specified length of time.
- Provide on-going support for an organisation providing an essential service to Morpeth.

Who can apply?

ELIGIBILITY - A subsidy 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

Criteria

Any organisation seeking a subsidy from Morpeth Town Council will be:

- Wholly or mainly based within the Morpeth Town Council boundary, and/or provide a service that directly benefits the people of Morpeth.
- A registered charity or a not-for-profit organisation where any surplus income is used to promote the aims and objectives of the organisation.
- Established by a written constitution or memoranda and articles of association.
- Run by an Executive Committee, group of officers or other such recognisable structure that demonstrates who is responsible for running the organisation.
- Required to produce an annual statement of accounts, or other such documentation that shows annual income and expenditure activity and an account balance.
- One that has a Bank Account.

In addition any organisation seeking a regular subsidy will have to demonstrate:

- Salaries, payment to officers, expenses and any other fees are clearly shown within the statement of accounts.
- The level of any membership fee (if any) payable to the organisation's members.
- A commitment to non-discriminatory and equal opportunities practices.

- An annual statement showing that:
 - the allocated money has been used for the purposes provided;
 - the organisation remains committed to its stated aims and objectives;
 - an annual statement of accounts, clearly indicating the level of expenditure on core activity.

Conditions of Subsidy.

The following conditions will apply to the receipt of a subsidy

- All applications 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 subsidy is for, including funding from other sources.
- For start-up subsidies, 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.
- The Morpeth Town Council Finance & General Purposes Committee will determine all applications for subsidies.
- Awards must be agreed in advance and not made retrospectively.
- There will only be one award per group each year (exceptions may be made subject to the approval of the Council).
- Subsidies will be paid by cheque to an organisation.
- Organisations receiving a subsidy must be prepared to demonstrate how the subsidy has been spent and publicised.
- 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 subsidy is not used for the purpose specified, or that the organisation to whom the award has been made ceases to exist.
- The successful applicant also agrees not to dispose of any items that have been purchased with the aid of this subsidy, within 3 years of purchase, without written consent of Morpeth Town Council.
- All decisions on subsidies made by Morpeth Town Council are final.

Notes:

1. Nothing in these Notes of Guidance shall contradict in any way the overall policies of Morpeth Town Council or any financial regulations as set down by the Council or by Act of Parliament.
2. The Council reserves the right to alter the terms of the Subsidies Criteria at any time without notice, but is mindful of the impact a withdrawal of financial support would have on an organisation without due notice.

3. The Council reserves the right to withhold a subsidy or to seek reimbursement of money already paid out, in the case of misrepresentation, fraud or other unlawful activity.
4. The Council will not normally support applications for a subsidy where it feels the aims and objectives of an organisation or the specific project or activity are not compatible with the overall aims and objectives of Morpeth Town Council.
5. The Council reserves the right to publicise any subsidy it makes to an organisation and to seek acknowledgement in any publicity produced by the recipient organisation.
6. Where the Council is aware that two or more organisations are seeking Morpeth Town Council assistance to fund similar or overlapping projects or activities it reserves the right to explore alternative ways of working more effectively.

THE COUNCIL WILL OFFER THREE TYPES OF SUBSIDIES

GENERAL (Applicable to all subsidies)

Morpeth Town Council reserves the right to alter levels of subsidy offered to any organisation in the event of unexpected changes or occurrences. Any application for variance shall be accompanied by written supporting evidence, and subject to budget provision.

Failure to meet the annual renewal criteria by 31st March each year will mean any payments will be withheld pending receipt of the documentation. The Clerk will advise the Council where the delay goes beyond 1st April.

The Council may require organisations receiving a subsidy to present a report to its Annual Assembly in May of each year. The Council may seek representation of the Management Committees of such organisations as it deems appropriate.

INITIAL OR “START UP” SUBSIDY

Payable to an organisation just setting up, with aims and objectives which Morpeth Town Council is satisfied are consistent with the Council’s own overall objectives. A “Start Up” subsidy will usually be limited to **£500.00** regardless of the amount applied for and will be paid only once. No organisation can apply for a subsequent “Start Up” subsidy for the same purpose within **4 years**. It can however apply for a “Maintenance Subsidy” the year after receiving a “Start Up” subsidy.

MAINTENANCE SUBSIDIES

Established organisations can apply for subsidy payments towards their core activity, and, subject to meeting the annual eligibility criteria outlined above, will be guaranteed that level of subsidy for a period of 3 years. Part of the rationale for agreeing to subsidies for an extended period is the expectation that, during the period, the organisation will develop strategies to become self-sufficient, or find alternative sources of funding.

At the end of the subsidy period the organisation can apply for further funding, but will be required to demonstrate why it hasn’t been possible to become self-funding. The Council may determine to offer further support, dependent on the organisation’s particular circumstances. Maintenance subsidies will have an upper limit of **£500.00**.

ESSENTIAL SERVICE SUBSIDIES

There are some organisations which Morpeth Town Council believes are essential to the well-being of Morpeth. Morpeth Town Council will make allocations to those organisations on a 3 - year rolling basis guaranteeing a level of income over that period. It will review the allocation at the end of the second year. ***There is no guarantee as to the continuing level of subsidy from one 3 year period to the next.***

