



MORPETH TOWN COUNCIL GRANT AND SUBSIDY POLICY AND PROCEDURE

1. Background

- 1.1 Section 137 of the Local Government Act 1972 allows local authorities, including Parish and Town Councils, to spend a limited amount of money for purposes which they have no other specific statutory expenditure. This enables the Council to award grants and subsidies which will bring direct benefit to their area.
- 1.2 The Town Council is able to provide a grant or gift to an organisation for a specific purpose that will benefit the town, or residents of the town, and which is not directly controlled or administered by the town council.
- 1.3 The law requires grants to be “in the interests of or will directly benefit the area or its inhabitants, or of part of it, or some of it” and “the direct benefit should be commensurate with expenditure”.
- 1.4 The Council cannot spend money via section 137 if:
 - It already has an unrestricted specific statutory power to spend money,
 - Where there is a statutory prohibition on a council carrying out a particular functionProvided that there is no alternative power, or statutory prohibition, the council may incur expenditure under section 137
- 1.5 The maximum amount which the Council may spend under section 137 in any one financial year is set by the Government and is an index-linked amount per head of the “relevant population”. The relevant population is the number of people on the electoral roll.
- 1.6 All Section 137 funding must be agreed by resolution at the Finance and General Purposes Committee and a separate account must be kept of all expenditure under this section.

2. Purpose of Grants and Subsidies

- 2.1 The Town Council awards grants and subsidies at its discretion to organisations which can demonstrate a clear need for financial support for a project (grant) or subsidy (core costs and other programmed activities for the planned period) which will benefit the town by achieving one or more of the following objectives:
 - Quality of Life
 - Social Inclusion
 - Support for the Local Economy
 - Culture and Heritage of the Town

3. Who may apply?

- 3.1 Voluntary groups or registered charities operating on a not for profit basis for the benefit of the community in Morpeth.
- 3.2 Priority will be given to those organisations which can demonstrate a clear financial need. If the organisation is a branch of a larger organisation, it should have a separate committee, constitution and bank account and a specific brief for activities benefitting

the community of Morpeth. New organisations can apply providing they aim to meet the criteria.

3.3 Any organisation seeking a grant or subsidy will be:

- Wholly or mainly based within the Morpeth Town Council boundary, and 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.
- Operating a Bank Account in the name of the organisation that requires at least two signatories.
- Committed to non-discriminatory and equal opportunities practices.

4. Who may not apply?

4.1 The Council are unable to give grants or subsidies to:

- Private individuals
- Commercial operations or organisations
- Purposes for which there is a statutory duty other local or central government department to fund or provide, for example schools. (School associations and PTAs may apply for a grant if the activity or project is extra-curricular, subject to funds being ring-fenced and applicants having a separate bank account and constitution).
- "Upward funders" i.e local groups where funds raised are sent to a central HQ for redistribution
- Political parties
- Religious organisations: unless for a purpose which does not discriminate on grounds of belief.

This list is not exhaustive and may be amended at the council's discretion.

5. Types of Grants and Subsidies

5.1 The Town Council offer a number of different grants and subsidies which can be applied for these are categorised as follows:

6. Small Grants

6.1 This type of grant is aimed at funding projects or activities which are "one off" projects that can be completed within a year and will directly benefit residents of Morpeth. Priority may be given to projects or activities which support the Town Council's objectives and aspirations for the town. The aims and objectives of the project should be clear and well defined. These grants are for up to £500 and can be applied for at any time. The amount of grant funding to be awarded for each application will be decided by the Finance and General Purposes Committee and may be less than the amount requested.

6.2 Criteria

- 6.3 All grants must be agreed in advance and will not be made retrospectively. Only one grant will be awarded per group each year. The purpose of the small grant is to provide help to organisations for specific small projects, if assistance is required for a long term project which will last for more than one year a subsidy should be applied for. No small grant will be awarded to any organisation that currently receives a subsidy from the Town Council.
- 6.4 No organisations will receive a small grant for more than two consecutive years even if the applications are for different purposes.
- 6.5 All applicants must fully complete the grant application form, provide all the requested information and satisfy all the terms and conditions of grant prior to the application being assessed by the Finance and General Purposes Committee. See Appendix A. The Council's decision is final.

7. Economic Development Grant

- 7.1 These grants are given to major groups or organisations whose aims and objectives are specifically to develop the local economy of the town including attracting visitors. These organisations will normally work in partnership with the Town Council and their means of operation will typically complement those available to the Town Council.
- These grants are given to groups or organisations whose aims and objectives are to collectively or individually specifically to further develop the town and the local economy.
- 7.2 The grants are awarded annually, payable at the start of the financial year and are determined as part of the Council's budget-setting process.
- 7.3 There is no conventional application process, but organisations seeking economic development grants will be expected to provide a detailed report which contains a costed SMART (Specific, Measureable, Agreed, Realistic, Timebound) programme of activities and/or projects for the coming financial year in early Autumn so that their request can be fed into the Council's budgetary process. Awards in successive years will also depend on evidence of satisfactory delivery of previous annual programmes including measured outcomes.
- 7.4 Ideally, the organisation should also produce a medium or long term action plan within which the detailed annual programme sits and this will also inform the Council's decision on award of these grants.
- 7.5 The Council will look favourably on use of our economic development grants to generate match-funding.
- 7.6 Organisations in receipt of economic development grants are not eligible for any other subsidy or small grant for a project or scheme not included in the original annual programme.

8. Sports and Business Awards

- 8.1 The Council recognises the importance of the Morpeth Sports Awards and the Heart of Morpeth Business Awards, and as such support both events by giving a small grant to each organisation. The amount is set annually as part of the budget setting process.
- 8.2 The Mayor is invited and attends the Annual Sports Awards in a formal capacity as part of the prize giving ceremony. The money given to the Sports Council is used towards the trophies presented at the evening.
- 8.3 The Council is one of the founder members of the Morpeth Town Team (MTT) whose aim is to develop the local economy and whose activities include organisation of the annual Heart of Morpeth Business Awards. It is custom and practice for the Council support this event by purchasing a table at the Awards evening.

9. Subsidies

- 9.1 Subsidies are generally awarded over a three year term which aligns to the Council's Medium term budget setting process and are intended to provide some financial stability for the recipient organisation.
- 9.2 Start-Up Subsidies are a one off payment and may be applied for at any time throughout the year, these are payable on determination of the award.
- 9.2 Applications for Maintenance and Essential Subsidies will close on the 31st October each year. All eligible applications will be considered as part of the budget setting process which takes place between November and January. All applicants will be notified of the outcome of their application in February, all successful applicants will be paid at the start of the next financial year.
- 9.3 Applicants applying for a subsidy in year two of the three year cycle will only be awarded the funding for the remaining two years; subsequently those applying in the last year will only be awarded one year of funding.
- 9.4 All applicants must fully complete the subsidy application form, provide all requested information and satisfy all the terms and conditions prior to the application being assessed by the Finance and General Purposes Committee. See Appendix B.
- 9.5 Once it has determined that the criteria for receiving a subsidy have been met, the Finance and General Purposes Committee will determine the amount of funding to be given to an organisation based on the number of applications received, the available budget and the information contained in the applications.
- 9.6 Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the Council will take into account the amount and frequency of any previous awards, and the geographical spread within the town. Due account may also be taken of the extent to which funding has been sought or secured from other sources or fund raising activities. The Council may make the award of any subsidy subject to such additional conditions and requirements as it considers appropriate. This may also result in the organisation receiving less than the amount of funding requested

- 9.7 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 more self-sufficient, or find alternative sources of funding.
- 9.8 Organisations are not required to reapply each year for funding, however, they must provide a detailed annual report containing:
- how the project has achieved its aims and objectives
 - a breakdown of how the money has been spent in the town
 - the impact of the project
 - the amount of people in Morpeth which the project has supported or involved and:
 - an annual statement of accounts, clearly indicating the level of expenditure on core activity, salaries, payment to officers, expenses and the level of any membership fee (if any) payable by the organisation's members.
- 9.9 **Failure to meet the annual renewal criteria by 31st March each year will mean any payments will be withheld pending receipt of the report. Once the amount of subsidy has been agreed it will be set for the three year period, no further increase will be available.**
- 9.10 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. There is no guarantee as to the continuing level of subsidy from one 3 year period to the next.
- 9.11 The Council may seek representation on the Management Committees of such organisations if it feels it is appropriate to do so.
- 9.12 If an organisation's financial position, structure or purpose change significantly during the three year term, the Town Council reserves the right to alter or cease the provision of funding.
- 9.13 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.

10. Categories

10.1 Subsidies are available in the following three categories:

10.2 Initial or "Start Up" subsidy

This is payable to an organisation just setting up, with aims and objectives which are consistent with the Council's own overall objectives. A "Start Up" subsidy will be limited to £750 regardless of the amount applied for and will be paid only once.

It can however apply for a "Maintenance or Essential Subsidy" the year after receiving a "Start Up" subsidy. Any such subsidy will only apply for the remainder of the current three-year subsidy cycle, operating in line with the Council's Medium Term Financial Strategy.

10.3 Maintenance subsidies

Established organisations can apply for subsidy payments towards their core activity, or and or programmed activities, subject to meeting the eligibility criteria outlined in Appendix B, will be guaranteed that level of subsidy for a period of 3 years. Maintenance subsidies will have an upper limit of £750.

10.4 Essential Services

There are some organisations which Morpeth Town Council believes are essential to the well-being of Morpeth. Essential is defined as essential to the Town of Morpeth or Morpeth Town Council and does not mean essential to the viability of the organisation. In order to receive an essential subsidy at least two of the four objectives as set out in 2.1 must be achieved. There is no upper limit to the essential subsidies.



SMALL GRANT PROCEDURES & GUIDANCE NOTES

Please read the information below in full before completing a Small Grant application form.

SECTION 1: GENERAL INFORMATION

The Town Council is empowered under legislation to offer community grant funding, however terms and conditions apply. Please ensure you read the information below to determine whether your organisation or project may be eligible before completing the application form.

A. WHO MAY APPLY FOR GRANT FUNDING?

Voluntary groups, registered charities or individuals operating on a not for profit basis for the benefit of the community in Morpeth. Organisations must have some form of management committee or steering group and a bank account with at least two signatories.

If your organisation has previously received a small grant from the Town Council, a report on grant expenditure must have been provided before a new application can be considered. Only one Small Grant may be received per organisation per financial year.

Priority will be given to those organisations which can demonstrate a clear financial need.

If your organisation is a branch of a larger organisation, it should have a separate committee, constitution and bank account and a specific brief for activities benefitting the community of Morpeth.

B. WHO MAY NOT APPLY FOR GRANT FUNDING?

- Private individuals
- Commercial operations or organisations
- Purposes for which there is a statutory duty other local or central government department to fund or provide, for example schools. (School associations/PTAs may apply for a grant if the activity/project is extra-curricular, subject to funds being ring-fenced and applicants having a separate bank account and constitution).
- "Upward funders" i.e local groups where fund raising is sent to a central HQ for redistribution
- Political parties
- Religious organisations: unless for a purpose which does not discriminate on grounds of belief.

This list is not exhaustive and may be amended at the council's discretion.

C. HOW MUCH CAN BE APPLIED FOR?

Up to a maximum of £500. The amount of grant funding to be approved will be decided by the Finance and General Purposes Committee and may be less than the amount requested.

D. WHAT TYPE OF PROJECTS CAN BE FUNDED?

Projects or activities which can be completed within a year and will directly benefit residents of Morpeth. Priority may be given to projects or activities which support the Town Council's objectives and aspirations for the town. The aims and objectives of the project should be clear and well defined.

E. WHAT WILL NOT BE FUNDED?

General revenue costs; loan repayments; rent; rates, council tax or utilities; insurance costs (other than public liability insurance); projects with high ongoing maintenance costs (unless the group can demonstrate it has the funds/skills to maintain them in future); religious or political groups (unless unrestricted community benefit can be demonstrated); activities that are part of statutory obligations, for example curricular activity in schools; activities that predominantly support people outside of Morpeth; projects which have already been completed or items already purchased.

F. WHEN TO APPLY

Applications are considered at the monthly Finance and General Purposes Committee. Organisations which have already received a grant for this financial year may not re-apply for further funding.

G. APPLICATION PROCEDURE

Applications will be considered by the Finance and General Purposes Committee. The meeting is open to the public and applicants are encouraged to attend. Applications will be assessed and decisions taken regarding the amount of any grant award based on the available budget, the information provided, the benefit to the community and the sustainability of the project. Written confirmation of the decisions taken will be provided within ten days of the meeting. Payment will be paid by bank transfer to successful applicants within a month of the meeting.

H. TERMS AND CONDITIONS

If there is a serious breach of terms and conditions, if the group ceases to operate before funds have been spent, or if a project does not proceed as planned, the grant will have to be repaid.

Grants must only be used for the purpose set out in the application and must be spent within the financial year in which they are awarded. If the organisation is unable to use the money, or any part of it, for the purpose stated, then all unspent monies, must be returned to the Council, unless a dispensation is granted.

Anyone found to be acting dishonestly in making the application or spending the grant would be reported to the police and might face prosecution.

All applications will be considered by the relevant Committee, where decisions are made to approve or refuse applications. The amount of grant funding to be approved may be less than the amount requested. Meetings are open to members of the press and public, with meeting minutes and associated papers published on the Town Council's website. A grant may only

be used for the purpose set out in the application form and it cannot be given to any other group.

Recognition of any grant made by the Town Council must be made in any publicity and in the group's accounts.

The Town Council may ask you to attend the meeting at which the application will be considered and/or to attend a publicity event.

The Town Council reserves the right to amend any policy, procedures and assessment criteria for grants at any time.

All decisions on subsidies made by Morpeth Town Council are final.

SECTION 2: GUIDANCE NOTES ON COMPLETING THE APPLICATION FORM

SECTION 1: ORGANISATION AND APPLICANT DETAILS		
Question no.	Question	Guidance notes
1-11	Organisation details	<p><i>Please ensure you have completed all fields and provided accurate contact details for the main contact person.</i></p> <p><i>Organisations must be non-commercial and primarily serve residents of Morpeth.</i></p> <p><i>Organisations must have a constitution or agreed set of rules. If your organisation is affiliated to a larger or national organisation, please confirm whether accounts are held separately. If your organisation works with children or vulnerable adults, please confirm that relevant safeguarding policies are in place.</i></p>
12	Independent referee	<p><i>This should be someone who is familiar with the organisation and/or project, but is not a member/representative of that organisation. Referees will only be contacted if deemed necessary by officers.</i></p>

13-20	Financial details and amount of grant funding requested.	<p><i>Please provide as much information as possible. The grant does not need to be a “rounded up” figure; if your organisation has a specific quote, please enclose this and specify the exact figure. We will consider whether project costs are appropriate and realistic.</i></p> <p><i>Priority may be given to organisations which can demonstrate their own fundraising activity, additional sources of income for the project and/or a contribution in kind (e.g. volunteer time).</i></p> <p><i>Organisations must have a separate bank account with at least two signatories. Payment of grant funding will be made by bank transfer.</i></p>
21 - 22.	Project details	<p><i>Please tell us clearly and concisely the nature of your project/activity.</i></p> <p><i>Projects should demonstrate a clear benefit to residents of the parish.</i></p> <p><i>Priority may be given to projects or activities which will benefit a significant number of residents or which support the Town Council’s aims and aspirations for the Town.</i></p>
23.	Project timescale	<p><i>Please note that projects or activities cannot be funded retrospectively. Please only apply for funding if the project/activity can be achieved within a year of receiving grant funding.</i></p>
24.	Ongoing costs.	<p><i>Should the project require ongoing funding, please demonstrate how the organisation intends to achieve this.</i></p>
25-28.	Supporting documents	<p><i>Please ensure you enclose the required documents with your application, or an explanation as to why these cannot be provided. Accounts may be draft if not yet audited. Start-up organisations without two years of accounts should provide a copy bank statement and a business plan.</i></p>

29-36.	Declaration and signature	<p><i>The main contact person for the application should initial each point and sign below. The Town Council should be recognised in the organisation's accounts and in any publicity concerning the project.</i></p> <p><i>A report on grant expenditure should be provided back to the Town Council within twelve months of receiving the funds. The organisation may also supply a copy of its annual report and accounts, where appropriate. By signing, you give permission for the Town Council to retain and use the information provided.</i></p> <p><i>By signing, you acknowledge that you have read and understood this guidance document. We recommend that the applicant keeps on file a copy of these guidance notes for future reference.</i></p>
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Should you have any queries not answered above, please contact Morpeth Town Council on 01670 514314.



SMALL GRANT APPLICATION FORM

This application form may be used for Small Grant applications of up to £500 in the financial year. Organisations may only receive one grant per financial year. Please refer to the Procedures and Guidance Notes documents when completing this form.

SECTION 1: ORGANISATION AND APPLICANT DETAILS		
1.	Name of Organisation	
2.	Name and address of contact for this application.	
3.	Telephone number/s of contact for this application.	
4.	Email address of contact for this application.	
5.	Status of organisation (if registered charity, please include number)	
6.	How long has the organisation been established?	
7.	Brief description of purpose of group.	
8.	Are you part of/affiliated to a larger organisation?	
9.	How many members do you have who reside in Morpeth?	
10.	Is there an annual subscription/membership fee?	
11.	Please provide contact details for another senior member of your organisation (e.g. a committee member)	

12.	Please provide contact details for an independent referee (someone who knows about the group and project but is independent).	
<i>If your organisation has a Constitution or set of agreed rules, please enclose a copy with this application form.</i>		

SECTION 2: FUNDING		
13.	Total cost of project?	
14.	Grant requested (maximum of £500)	
15.	How much has already been raised towards the project?	
16.	How will the balance be funded? (if applicable)	
17.	Has any further grant funding been sought for this project? (if so, please specify details)	
18.	Has the organisation sought more than one quote for the project? (please enclose copies if possible)	
19.	Does the organisation have its own bank account with a minimum of two signatories?	
20.	Please confirm account details should the application be successful the money will be transferred directly into the bank	
<p><i>Please include with your application:</i></p> <p><i>a) Accounts for the last two years (draft is fine if not yet audited)*</i></p> <p><i>b) Bank account details</i></p> <p><i>* Start-up groups without two years of accounts may apply for a maximum of £200 and should enclose a bank statement and business plan with their application.</i></p>		

SECTION 3: PROJECT DETAILS

21.	<p>Please briefly describe the project, including:</p> <ul style="list-style-type: none">- Where it will take place- How the community of Morpeth will benefit- How the project supports the community- How have you identified the need for this project?- How will you assess the success of the project? <p>(if necessary please supply further details on a separate single sheet of paper)</p>	
22.	How many people in Morpeth do you expect to benefit directly from the project?	
23.	Please advise the timescale for the project.	
24.	Will the project require ongoing financial support, e.g. maintenance? If so, how will this be funded?	

SECTION 4: CHECKLIST**Please enclose the following with your application:**

25.	Two years of accounts (or for start-up groups, a bank statement & business plan)	
26.	Quotations for the project (if applicable/available)	
27.	Organisation's Constitution or set of rules	
28.	Any other relevant supporting information regarding the project	

SECTION 5: SIGNATURE AND DECLARATION**Please initial next to points 29-36 and sign below to acknowledge the terms and conditions of submitting this grant application.****No application will be considered unless this section is completed in full and signed by the contact person named in Question 2.**

29.	I declare that the information given is correct to the best of my knowledge and that any funds received will be used solely for the purpose detailed on this form.	
30.	I understand that the documentation supplied will not be returned and may be made available for public scrutiny.	
31.	I agree that the grant will be returned if the specified project cannot proceed.	
32.	I agree that, if successful, details of the project may be published by the Council.	
33.	I agree to supply a report back to the Council within twelve months regarding expenditure of any grant funding.	
34.	I confirm that I have authorisation to apply for a grant on behalf of the organisation.	
35.	I understand that the information provided on and with this application form will be used by the Council to judge whether or not to award a grant and that this decision may be made at a meeting which is open to the public.	
36.	I confirm that I have read and understood the Small Grant guidance notes issued by the Town Council.	

Name of Contact: _____

Role in Organisation: _____

Signature: _____

Date: _____



SUBSIDY PROCEDURES & GUIDANCE NOTES

Please read the information below in full before completing a Subsidy application form.

SECTION 1: GENERAL INFORMATION

The Town Council is empowered under legislation to offer community grant funding, however terms and conditions apply. Please ensure you read the information below to determine whether your organisation or project may be eligible before completing the application form.

A. WHAT IS SUBSIDY FUNDING?

Subsidies are provided for a three-year term and consist of an award per financial year. Organisations need not re-apply each year for funding, but must provide a detailed annual report and a statement of accounts each year to the Town Council. Subsidy funding may be used for general revenue or maintenance costs, or to fund ongoing projects.

B. WHO MAY NOT APPLY FOR SUBSIDY FUNDING?

- Private individuals
- Commercial operations or organisations
- Purposes for which there is a statutory duty other local or central government department to fund or provide, for example schools. (School associations/PTAs may apply for a grant if the activity/project is extra-curricular, subject to funds being ring-fenced and applicants having a separate bank account and constitution.
- “Upward funders” i.e local groups where fund raising is sent to a central HQ for redistribution
- Political parties
- Religious organisations: unless for a purpose which does not discriminate on grounds of belief.

This list is not exhaustive and may be amended at the council’s discretion.

C. HOW MUCH CAN BE APPLIED FOR?

Amounts of over £200 per year. The amount of subsidy funding to be approved will be decided by the Finance and General Purpose Committee and may be less than the amount requested. This will be determined based on the number of applications received, the available budget and the information contained in the applications.

The subsidy amount for each financial year will be reviewed annually by the Finance and general Purposes Committee. Should an organisation’s financial position, structure or purpose change significantly during the three year term, the Town Council reserves the right to decrease or cease the provision of funding.

Depending on the amount of the grant, a Service Level Agreement may be required.

D. WHAT TYPE OF ORGANISATIONS CAN BE FUNDED?

Voluntary groups, community associations or registered charities operating on a not for profit basis for the benefit of the community in Morpeth. Organisations must have some form of management committee or steering group and a bank account with at least two signatories. If your organisation has previously received any subsidy funding from the Town Council, a report on grant expenditure must have been provided before a new application can be considered.

Priority will be given to those organisations which can demonstrate a clear financial need, which have a wide impact across the community, which have a high level of community inclusivity or which support the Town Council's objectives and aspirations for the town.

Organisations should ideally be able to demonstrate longer term sustainability, i.e. additional sources of income to assist with future running costs.

If your organisation is a branch of a larger organisation, it should have a separate committee, constitution and bank account and a specific brief for activities benefitting the community of Morpeth.

E. WHAT WILL NOT BE FUNDED?

Loan repayments; rent; rates, council tax or utilities; insurance costs (other than public liability insurance); projects with high ongoing maintenance costs (unless the group can demonstrate it has the funds/skills to maintain them in future); religious or political groups (unless unrestricted community benefit can be demonstrated); activities that are part of statutory obligations, for example curricular activity in schools; activities that predominantly support people outside of Morpeth; projects which have already been completed or items already purchased.

F. WHEN TO APPLY

The deadline for applications for subsidy funding for the three year period 2018-19 to 2020-21 is close of business on 31st October 2017.

G. APPLICATION PROCEDURE

Applications will be considered by the Finance and General Purposes Committee. The meeting is open to the public and applicants are strongly encouraged to attend and speak in support of their application, giving the Committee the opportunity to ask questions.

Applications will be assessed and decisions taken regarding the amount of any grant award by the Committee based on the available budget, the information provided, the benefit to the community and the sustainability of the project/organisation.

Written confirmation of the decisions taken will be provided within ten days of the meeting. Funding will be paid directly into the bank account supplied to successful applicants within a month of the meeting.

H. TERMS AND CONDITIONS

If there is a serious breach of terms and conditions, if the group ceases to operate before funds have been spent, or if a project does not proceed as planned, the grant will have to be repaid.

Subsidies must only be used for the purpose set out in the application and must be spent within the financial year in which they are awarded. If the organisation is unable to use the money, or any part of it, for the purpose stated, then all unspent monies, must be returned to the Council, unless a dispensation is granted.

Anyone found to be acting dishonestly in making the application or in spending the grant for purposes other than those agreed will be reported to the police and prosecution may follow thereafter.

All applications will be considered by the relevant Committee, where decisions are made to approve or refuse applications. The amount of subsidy funding to be approved may be less than the amount requested. Meetings are open to members of the press and public, with meeting minutes and associated papers published on the Town Council's website.

A subsidy may only be used for the purpose set out in the application form and it cannot be given to any other group.

A satisfactory annual report as detailed in paragraph 9.8 of the Town Council's Grant and Subsidy Policy must be provided to the Town Council's Finance and General Purposes Committee for scrutiny prior to any further subsidy being paid. The Council have the right to withhold any subsidy if they aims, objectives and targets have not been achieved.

Recognition of any subsidy made by the Town Council must be made in any publicity and in the group's accounts.

The Town Council may ask you to attend the meeting at which the application will be considered and/ or to attend a publicity event.

The Town Council reserves the right to amend any policy, procedures, and assessment criteria for grants at any time.

The Council reserves the right to withdraw the subsidy at any time without notice if the criteria is not met.

Any organisation in receipt of a Subsidy may be appointed at least one Town Councillor as a nominated representative, to attend the group's committee meetings and act as an observer and link to the Council.

All decisions on subsidies made by Morpeth Town Council are final.

SECTION 2: GUIDANCE NOTES ON COMPLETING THE APPLICATION FORM

SECTION 1: ORGANISATION AND APPLICANT DETAILS		
Question no.	Question	Guidance notes
1-11	Organisation details	<i>Please ensure you have completed all fields and provided accurate contact details for the main contact person. Organisations must be non-commercial and primarily serve residents of Morpeth. Organisations must have a constitution or agreed set of rules. If your organisation is affiliated to a larger or national organisation, please confirm whether accounts are held separately. If your organisation works with children or vulnerable adults, please confirm that relevant safeguarding policies are in place.</i>
12	Independent referee	<i>This should be someone who is familiar with the organisation, but is not a member/representative of that organisation. Referees will only be contacted if deemed necessary by officers.</i>
13-16	Financial details and amount of grant funding requested.	<i>Please provide as much information as possible. Priority may be given to organisations which can demonstrate their own fundraising activity, additional</i>

		<p><i>sources of income for the project and/or a contribution in kind (e.g. volunteer time). Organisations must have a separate bank account with at least two signatories. Payment of grant funding will be made by bank transfer.</i></p>
17 - 18.	Project details	<p><i>Please tell us clearly and concisely the nature of your project/activity and how you anticipate any grant funding will be used. How will success be measured?</i></p> <p><i>Projects should demonstrate a clear benefit to residents of the parish.</i></p> <p><i>Priority may be given to projects or activities which will benefit a significant number of residents or which support the Town Council's aims and aspirations for the town.</i></p> <p><i>Please note that projects or activities cannot be funded retrospectively.</i></p>
19-21.	Supporting documents	<p><i>Please ensure you enclose the required documents with your application, or an explanation as to why these cannot be provided.</i></p> <p><i>Accounts may be draft if not yet audited.</i></p>
22-29.	Declaration and signature	<p><i>The main contact person for the application should initial each point and sign below.</i></p> <p><i>The Town Council should be recognised in the organisation's accounts and in any publicity concerning the project.</i></p> <p><i>A report on grant expenditure should be provided back to the Town Council within twelve months of receiving the funds. A template report will be provided to successful applicants. The organisation may also supply a copy of its annual report and accounts, where appropriate.</i></p> <p><i>By signing, you give permission for the Town Council to retain and use the information provided.</i></p> <p><i>By signing, you acknowledge that you have read and understood this guidance document. We recommend that the applicant keeps on file a copy of these guidance notes for future reference.</i></p>

Should you have any queries not answered above, please contact Morpeth Town Council on 01670 514314.



SUBSIDY APPLICATION FORM

This application form may be used for Subsidies applications for the three year period 2018–19 until 2020-21. Please refer to the Subsidy Procedures and Guidance Notes documents when completing this form.

SECTION 1: ORGANISATION AND APPLICANT DETAILS		
1.	Name of Organisation	
2.	Name and address of contact for this application.	
3.	Telephone number/s of contact for this application.	
4.	Email address of contact for this application.	
5.	Status of organisation (if registered charity, please include number)	
6.	How long has the organisation been established?	
7.	Brief description of purpose of group.	
8.	Are you part of/affiliated to a larger organisation?	
9.	How many members do you have who reside in Morpeth?	
10.	Is there an annual subscription/membership fee?	
11.	Please provide contact details for another senior member of your organisation (e.g. a committee member)	

12.	Please provide contact details for an independent referee (someone who knows about the group and project but is independent).	
<i>If your organisation has a Constitution or set of agreed rules, please enclose a copy with this application form.</i>		

SECTION 2: FUNDING		
13.	Annual Funding requested	
14.	What other sources of funding/income contribute to the organisation/project? (please provide full details)	
15.	Does the organisation have its own bank account with a minimum of two signatories?	
16.	Please confirm account details, should the application be successful	
<i>Please include with your application:</i>		
<i>c) Accounts for the last two years (draft is fine if not yet audited)</i>		
<i>d) Bank account details</i>		

SECTION 3: PROJECT DETAILS		
17.	Please briefly describe the project/activity, including: <ul style="list-style-type: none"> - Where it will take place - How the community of Morpeth will benefit - How the project/activity supports the community - How have you identified the need for this project? 	

	<ul style="list-style-type: none"> - How will you assess the success of the project? - How do you anticipate the grant funding would be used? <p>(if necessary please supply further details on a separate single sheet of paper)</p>	
18.	How many people in Morpeth do you expect to benefit directly from the project/activity? How will this be measured?	

SECTION 4: CHECKLIST

Please enclose the following with your application:

19.	Two years of accounts	
20.	Organisation's Constitution or set of rules	
21.	Any other relevant supporting information regarding the project	

SECTION 5: SIGNATURE AND DECLARATION

Please initial next to points 22-29 and sign below to acknowledge the terms and conditions of submitting this grant application.

No application will be considered unless this section is completed in full and signed by the contact person named in Question 2.

22.	I declare that the information given is correct to the best of my knowledge and that any funds received will be used solely for the purpose detailed on this form.	
23.	I understand that the documentation supplied will not be returned and may be made available for public scrutiny.	
24.	I agree that the grant will be returned if the specified project/activity does not proceed as planned.	
25.	I agree that, if successful, details of the project/activity may be published by the Council.	
26.	I agree to supply a report back to the Council within twelve months regarding expenditure of any subsidy funding (for each of the three of funding).	

27.	I confirm that I have authorisation to apply for a grant on behalf of the organisation.	
28.	I understand that the information provided on and with this application form will be used by the Council to judge whether or not to award a grant and that this decision may be made at a meeting which is open to the public.	
29.	I confirm that I have read and understood the Subsidy guidance notes issued by the Town Council.	
<p>Name of Contact: _____</p> <p>Role in Organisation: _____</p> <p>Signature: _____</p> <p>Date: _____</p>		