



# WINDERMERE TOWN COUNCIL

*Representing the interests of the communities of Windermere, Bowness and Troutbeck Bridge*

## GUIDANCE NOTES FOR GRANT APPLICATIONS

### 1. WHO CAN APPLY

Only properly constituted, voluntary or not-for-profit organisations may apply for a grant under the scheme. **Individuals are not eligible to apply.**

A voluntary organisation applying for a grant aid must be able to demonstrate within the application that:

- (a) It carries out its activities otherwise than for profit
- (b) Its activities will benefit the Community of Bowness, Windermere and Troutbeck Bridge.

Grants are allocated in order to benefit the community, and will be awarded only to organisations that satisfy one or all of the following criteria:

- a) Address local social needs
- b) Contribute to the local economy
- c) Promote the quality of the environment
- d) Contribute towards maintaining local culture
- e) Involve or benefit the local community

Applications will be assessed on a scoring system. If your application satisfies all of the above criteria it will be awarded a '5\*'; if it satisfies four of the above criteria it will be awarded a '4\*'; if it satisfies three of the above criteria it will be awarded a '3\*' etc. The higher the star grading, the more likely your application will be successful.

### 2. SCOPE FOR FUNDING

The Council's preference is to provide financial assistance for specific projects or purchase of equipment. However, it will consider supporting ongoing revenue costs if the organisation can demonstrate that lack of funds can have an adverse effect on the community if the organisation is unable to continue due to lack of funds. It will not finance individuals.

### 3. GENERAL

- i. Grants should be spent within 12 months, for the purpose for which they were given.
- ii. Grants cannot be made to cover projects already committed to (unless paragraph 4 applies).
- iii. Successful applicants will normally be required to submit a short report outlining the use made of the grant within 6 months of the project's completion. Copies of invoices and/or other

documentation as evidence that the expenditure has been incurred should be submitted within 6 months from date of completion of the project unless otherwise agreed.

4. Where grants are given to support ongoing revenue a set of audited accounts should be supplied to the Council within three months of the organisation's financial year end unless otherwise agreed.
5. The history of previous applications will be considered in the decision making process.
6. The giving of a grant one year does not set a precedent for another year.
7. The Town Council requests that the contribution is noted on any publicity.
8. The Town Council may exercise its discretion to vary the above criteria in exceptional circumstances.