



## **ELLOUGHTON-CUM-BROUGH TOWN COUNCIL**

### **GUIDANCE NOTES FOR COMMUNITY GRANTS FUND**

Elloughton-cum-Brough Town Council awards grants to local organisations to assist them to achieve their aims and objectives. Applications will be considered from local community groups who are based in Elloughton-cum-Brough or from national bodies with an independent branch within the parish providing support to residents of the parish.

No application will be considered if the organisation has benefited from an Elloughton cum Brough Town Council Community Grant within the previous 12 months.

Applications may be made for any amount, but the Council's resources are limited and it is anxious to assist as many organisations as it can. Applicants should therefore be aware that where a grant is awarded it may be for less than the full amount requested.

Applications will only be accepted from properly formed groups, clubs, committees or charities with charitable/community aims to benefit residents within the parish of Elloughton-cum-Brough.

A Community Grants Fund grant may be used to fund new projects or continued services or for match funding. The Town Council is unable to give funding to individuals or to projects that have been completed or items already paid for.

Organisations must have a bank account with at least two signatories and must have Public Liability Insurance.

The Town Council must be satisfied that the funding will be used for projects that will benefit residents of Elloughton-cum-Brough.

Successful applicants will be required to submit an Evaluation Form on the completion of their project and will not be entitled to a further grant until that evaluation form is submitted to the Town Council.

Applications should be accompanied by as much information as possible and must include the following:

- A clear description of the project the grant is being applied for.
- A copy of audited accounts or for new groups projected income/expenditure for the year
- Relevant quotes/prices to support the application