



## HEANOR & LOSCOE TOWN COUNCIL

### Application for grant aid

Are you willing to sign up to the following statement? **YES / NO**

"The McPherson report encourages all public bodies to adopt clear anti-racist policies. Heanor & Loscoe Town Council deplores racism in all its forms and will work with other groups in the community to develop anti-racist strategies."

**Please read the notes for applicants overleaf - use the additional information box if necessary.**

Name & address of the organisation seeking aid	
Name & address of the secretary	
Purpose of the organisation	
How long has the organisation been in existence?	
Amount of grant requested	
Purpose of grant	
Explain the benefits of the organisation for the residents of Heanor & Loscoe	
Proportion of membership from the area covered by Heanor & Loscoe Town Council	

Name & address of organisations bankers	
What funds do you currently hold?	
What are your present financial resources?	
What is the annual committed expenditure?	
When were the accounts last audited & by whom?	
From where does the organisation derive most of its funds?	
Name & address of person/organisation to whom cheque should be made, if awarded	

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### Notes for applicants

1. Heanor & Loscoe Town Council welcomes applications from voluntary bodies for a grant to be used for the benefit of residents of the town.
2. Decisions about grants are normally made quarterly, at Council meetings. Any additional applications will be decided at the discretion of the Council and subject to the necessary budgetary restraints.
3. Organisations are advised to submit their applications at least a month before the relevant meeting. The Town Council may wish to contact you to clarify what you have said on the form.
4. Please note the statement at the top of the form. It is essential that this be answered.
5. The council has limited resources and is subject to legal constraints on how it uses taxpayer's money. Clear statements about how the money will be used will help the council in making its decision about the application.
6. Clear quantitative statements about the funds currently held, other sources of funding, and how a grant from the Town Council will be used, will help the Council in making a decision.
7. If your organisation is likely to apply regularly for a grant, it might be better to discuss entering into a service level agreement, so the money can be budgeted for separately. For more information, please contact the Town Clerk.
8. Please return completed application forms to:

The Town Clerk - Heanor & Loscoe Town Council  
Town Hall, Market Place  
Heanor DE75 7AA

#### Additional Information

#### CONDITIONS OF GRANTS AWARDED

- The Town Council will require a receipt from the organisation for any donation received.
- The organisation must on request provide feedback on the outcome of any venture grant aided by the Town Council.
- In the event of a project/scheme/venture not preceding the donation should be returned to the Town Council for redistribution to another organisation.
- Recognition of the Town Council's support must be given on all printed and electronic material produced by the organisation.
- If requested, the organisation must be able to provide receipts, invoices, and other evidence to the Town Council of how the donation was actually spent.
- If the grant is £1,000 or above then a report must be submitted to the Town Council following the use of the funds.