



AYLESBURY TOWN COUNCIL

GRANTS CRITERIA GUIDELINES AND ACCOMPANYING NOTES

Please read carefully before completing the grant application form

1. All Grants awarded by Aylesbury Town Council must conform to the Local Government Laws and Powers prevailing at the time the grant is awarded.
2. Grant applications will only be considered from groups and organisations within the area administered by Aylesbury Town Council, or whose activity or service benefits a significant number of residents of the Parish. Applications for grant awards are considered at the Grants Committee Meetings.
3. The Town Council reserves the right not to make grants to those who applied. No commercial organisation will be considered for a grant.
4. **Grants will be match funded and will not exceed 50% of the cost of a project or activity to a maximum of £2,000**, unless the Committee decides that there are exceptional reasons to award a higher grant.
5. **Applicants should provide evidence that funding has been applied for from other organisations.** The Council expects to see evidence that grant applicants have also applied to other sources for funding.
6. **Organisations are encouraged to send a representative(s) to address the Grants Committee.** No written documentation may be tabled at the meeting. The Grants Committee expect representative(s) to be fully conversant with the application contents and answer all Committee questions including accounts. If this is not possible it may lead to your organisation not being awarded a grant.
7. Retrospective grants will not be considered. All grant applications must be received no later than 10 working days before the next scheduled Grants Committee Meeting and before the date of the event.
8. Only one grant application per organisation will be considered during the council year, April - March.
9. **Applicants can reapply after one year of being awarded a grant.**
10. Only one application from any organisation per Committee session will be considered. **Preference will be given to those groups/organisations that have not received grant funding from Aylesbury Town Council.**

11. Funding will be available for up to three years, and any subsequent years will be at the discretion of the Council.
12. The Town Council reserves the right to verify all details submitted in grant applications and/or by representative(s) at the Grants Committee Meeting. This may be undertaken before or after the Committee meeting where your application is considered. If this is necessary it may result in a delay in making a decision on the application. **If false information is given, the Town Council reserves the right to refuse your application outright.**
13. The Grants Committee reserves the right to monitor the application and use of any grant awarded and may withhold, withdraw or recover the grant if the purpose for which the grant is awarded ceases, or its aims and objectives vary to the extent that the application would not have been eligible for consideration at the time of the application. **Any misuse of grant aid funds will result in appropriate legal action.**
14. Where an organisation receives a grant it shall be on the condition that Members of the Town Council's Grants Committee may visit its premises, the site of the project and/or event.
15. Any grant awarded will be expected to be taken up within six months of the date of the award being made unless a written application for an extension is made to the Grants Committee by the first day of the month in which the six-month period expires, and the extension is allowed. In this event, a date will be specified by which the expenditure must be made. If any grant aid is not expended by the specified date(s) the grant will be recovered by the Grants Committee.
16. Those organisations who apply for Social and Emotional Well-Being Grants to seek written permission if it is expected that the project would take longer than 6 months.
17. Neither the Town Council nor the Grants Committee will enter into any correspondence regarding any decision made by the Grants Committee.
18. For a list of Grant Committee Meeting dates, please check the calendar on Aylesbury Town Council's website.
19. Aylesbury Town Council expects organisations to co-operate in gaining press and other publicity for events/facilities funded by the grant.
20. All grant applicants must complete and return a Grants Feedback Report prior to another grant application being submitted.
21. Recipients of more than £1,000 may contact the Grants Clerk for the protocol to use the Town Council's crest and the wording 'supported by Aylesbury Town Council' on their correspondence and in their publicity.