



## Northwich town council

### Northwich Town Council Small Grant Awarding Policy For Grants up to £500

<b>Who can apply?</b>	Voluntary and community groups and organisations within the Northwich area, or benefitting residents
<b>What can it be used for?</b>	<ul style="list-style-type: none"><li>• To enable local people to participate in voluntary groups and activities. Successful applications will be expected to demonstrate that the project will have a significant positive impact to enhance the local community.</li><li>• To help the Northwich area's voluntary and community groups to improve the impact on the community</li><li>• To ensure the provision of services, needed by the residents of the Northwich area, via the voluntary sector</li><li>• To support organisations which meet the needs of people experiencing social and economic difficulties</li><li>• To ensure that there is equality of access and opportunity for all Northwich area residents to the services it provides and funds</li><li>• To improve or enhance the local environment</li></ul>

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<b>How often can the same organisation apply for grant?</b>	<ul style="list-style-type: none"><li>• Not more than once for the same project or activity in the same year</li></ul>
<b>General principles</b>	<ul style="list-style-type: none"><li>• Assistance will be given on the basis of need, merit</li></ul>

	<p>and contribution to the local community and availability of funds</p> <ul style="list-style-type: none"> <li>• Applicants must clearly show how any assistance given will benefit the people living in the Northwich area or will benefit the environment of the area</li> <li>• There can be no presumption that funding will continue on a year to year basis</li> </ul>
<p><b>General points</b></p>	<ul style="list-style-type: none"> <li>• Upon completion of the project the Council requires a written statement of how the grant was used</li> <li>• Applications demonstrating support from other organisations will be more likely to succeed</li> <li>• Where applicable the Council should be given credit for supporting the project</li> <li>• Payments can only be made to organisations or partnerships not to individuals</li> <li>• The Council reserves the right to see the organisations accounts and may require supplementary information to support the application</li> <li>• Unspent monies must be returned to the Council</li> </ul>
<p><b>Process</b></p>	<ul style="list-style-type: none"> <li>• All applications must be made on the Grant Application Form</li> <li>• All applications will be considered by the Council's Grants Committee</li> <li>• Applicants will be advised in writing which Grants Committee meeting will consider the application and will be advised within 5 days of the meeting of the success or otherwise of the application</li> </ul>

**Northwich Town Council**  
Small Grants Application Form (maximum £500)

<b>Project title:</b>			
<b>Organisation's Name:</b>			
<b>Applicant's Name:</b>			
Address:			
Telephone	Mobile	e-mail	
<b>Estimated cost of project:</b>			
Description	Materials	Labour	Total
Sub-total			
<b>TOTAL</b>			<b>£</b>

Details of contributions from other organisations?	
	<b>£</b>
Total amount of grant applied for	<b>£</b>

**Project Description:**

*Please set out what your project aims and objectives are as clearly as possible – you may continue on a separate sheet if necessary*

Signed on behalf of the applying organisation:

Dated:

Position:

***When you have read the attached policy and completed the Application Form please return it to the Council Secretary – [theresacash@northwichtowncouncil.gov.uk](mailto:theresacash@northwichtowncouncil.gov.uk)***

***The Council Offices, 78 Church Road, Northwich CW9 5PB Tel. 01606 41510***