



BRAUNSTONE TOWN COUNCIL

Serving the communities of Braunstone Town and Thorpe Astley

Darren Tilley – Chief Executive & Town Clerk

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CRITERIA FOR COMMUNITY GROUP GRANTS

INTRODUCTION

Braunstone Town Council makes small grants available to various organisations, including organisations involving young people, to assist their work.

The aims are to:-

- **Encourage the formation of new community groups leading to the provision of a wider range of services at local level and that particularly fill current gaps in service provision.**
- **Assist with the recruitment of new members to existing groups**
- **Support existing groups to provide new services, equipment and running costs**

The Town Council can also advise on funding from other sources and will encourage and assist community groups in making applications for funding from other sources.

APPLICATION CRITERIA

- Grant applications are invited from non-profit making organisations.
- Grant applications will only be considered from groups whose principal activities are for the benefit to Braunstone Town residents.
- Grants may be used to pay for equipment, transport costs, hire of rooms, guest speakers, training, education workshops for young people etc. for groups responding to local needs and community life up to a maximum of £500.
- Projects for young people must directly benefit young people in areas such as the arts, sports, improvement to health or awareness of the environment.
- A breakdown of costs will be required for each item in your application. All expenditure must be itemised.
- Funding may be full or part cost of the event or project. The final decision on the amount of the grant is at the sole discretion of the Town Council
- The Council will expect the group to show that it is making some contribution to the costs from their own efforts through fundraising or charges to its members.
- The Council will give favorable consideration to groups that have applied for funding from other organisations (i.e. Blaby District Council, Leicestershire County Council, Lottery Funding etc)

- Where a significant number of the group's members are not residents of Braunstone Town, the Council reserves the right to reduce the maximum grant available
- Please specify a specific amount for your grant – if you do not specify a figure the application may be refused
- Groups will be asked to provide details of past applications and funding granted by the Town Council
- A copy of the most recent Bank Statement and previous year's audited accounts will be required. In the case of new groups, a budget indicating expected annual income and expenditure can be provided. Funds for an approved grant will be released on receipt of confirmation of a bank account set up in the name of the community group.
- A copy of the group's constitution will be required and this must be submitted with all applications
- Grant applications will **not** be put through to the Community Development Committee for consideration unless all documentation is present and the application form is fully completed. Please note that even if you have already submitted documents for previous applications, documents must always be included with each application.
- Deadlines for grant applications are available from Customer Services or from the Town Council Website. If missing documentation for an application is not received before the deadline for each committee meeting the application will be rejected and will need to be resubmitted along with required documentation for a future committee meeting to consider.
- If you wish to discuss your application and documentation before submission, please contact Customer Services at Braunstone Civic Centre, telephone 0116 2890045 or enquiries@braunstonetowncouncil.org.uk and a pre-booked meeting can be arranged with the Deputy Chief Executive & Community Services Manager. Please note that all meetings must be booked in advance and are not available on a drop-in basis.