



BRAUNSTONE TOWN COUNCIL

Serving the communities of Braunstone Town and Thorpe Astley

Darren Tilley – Chief Executive & Town Clerk

Braunstone Civic Centre, Kingsway, Braunstone Town, Leicester, LE3 2PP

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www.braunstonetowncouncil.org.uk

GRANTS FOR INDIVIDUALS

Braunstone Town residents are able to apply for a small grant that could support them in progressing a project or opportunity that could not go ahead without a grant.

This grant is not a hardship fund to support day to day issues but is to assist and help residents undertake a limited project or opportunity. The Town Council can also advise on funding from other sources and will encourage and assist local residents in making applications for funding from other sources

APPLICATION CRITERIA

- Grant applications can only be accepted from individuals who have been residents of Braunstone Town for at least twelve months. Evidence of this will need to be submitted with the application form.
- Individuals applying for a grant must be able to show evidence that they qualify for **all three** of the following criteria
 - Show evidence of an outstanding skill or talent or provide details of an exceptional opportunity, especially where this involves elements of service to the community
 - Show how a modest grant will make a real difference in developing their skill or talent or in enabling them to take up an opportunity and
 - Demonstrate how financial hardship or other circumstances would bar their progress unless a grant were made
- A breakdown of costs will be required for each item in your application including three most recent bank statements
- The grant cannot be used to fund a private business or pay for general day to day items due to financial hardship
- 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 individual to show that it is making some contribution to the costs from their own efforts through fundraising or applying for other grants
- Please specify an amount that you wish to apply for – if you do not specify a figure the application will be refused. The maximum grant to be approved is £300 per individual

- Individuals will be expected to provide Braunstone Town Council with a written report on the project/trip (outcomes/experiences) within 4 weeks of the finish date. Future grant applications will not be considered unless a written report is received from previous projects/trips
- Individuals are required to repay all monies received from Braunstone Town Council should the trip/project not proceed for any reason
- Individuals will be asked to provide details of past applications and funding granted by the Town Council
- Applications cannot be considered for activities which have already taken place or have started at the time the application is made
- 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

There may be other suitable sources of funding available from other organisations for your project and the Town Council would be happy to offer support and advice in applying for other grants if required.