



## TOWN COUNCIL GRANT SCHEME – GUIDELINES FOR APPLICANTS

1. Groups within Mirfield can apply to the fund.
2. The Town Council Grant Scheme will support both capital and revenue projects
3. Groups will apply to the fund using the agreed application form.
4. Groups will be expected to supply the following accompanying documentation:
  - a. A copy of the most recent audited accounts, including an up-to-date balance sheet
  - b. A copy of the constitution or rules of the group
  - c. Provide proof that the group has a bank account with two signatories & provide the 3 most recent bank statements
  - d. Provide a 12-month forward plan (activities and finance) and where larger grants are requested; a 3-year business plan will be required.
  - e. Groups must provide proof of Public Liability Insurance for the event.
  - f. Grant Application & accompanying documents must be received by the Clerk at least 2 clear months before the event is taking place.
  - g. Groups to provide evidence of a link with the Mirfield Matters Survey Portfolio areas
  - h. Evidence of planning permission if necessary
  - i. Quotes for capital items and work over £500
5. Groups can apply once per year but may bid for a number of elements of a project in the application.
6. Groups must provide proof of Public Liability Insurance for the event.
7. Grant Application & accompanying documents must be received by the Clerk at least 2 clear months before the event is taking place.
8. Groups to provide evidence of a link with the Mirfield Matters Survey Portfolio areas
9. Applications will only be considered by council at the second monthly meeting when Grant Applications will be on the agenda. Emergency applications will be considered at Chairs discretion.
10. All applications will be considered with regard to financial stability of the groups and judged on their own merits; particular attention will be given to the group clearly demonstrating the need for the project.
11. Where possible groups will be expected to make some form of contribution to the project. Applicants must attend the meeting at which the grant is being considered and give a presentation to support the application. Applications will only be allowed one deferral.
12. Where partnership funding is being sourced outside of Mirfield, the council would wish to see that such funding has been secured prior to awarding a grant.
13. Following grant approval: Feedback MUST be given in the form of either a presentation at a Full Council Meeting by the group or a written report. To be given to MTC either 3 months maximum following the allocation of funds or after the event, whichever the greater. MTC to receive an invitation to the event if it has sponsored/gifted a grant.
14. Successful grant applications must acknowledge the contribution made by MTC in any form of PR, Social Media posts, Newsletters or Programs, this enables the residents to see what funding has been

given to local groups. Failure to provide this will result in item 15 below and it is unlikely the town council will award a further grant.

15. The grant scheme WILL NOT cover:
  - Organisations that previously have received Mirfield Town Council grant aid but failed to adequately comply with grant conditions, unless evidence is sought and given that this will not re-occur.
  - Organisations that have already received a grant from the Council within the preceding 12 months. This excludes partnership funding.
  - Organisations or activities that support party political aims
  - Grant aid to individuals, unless the application is sponsored by a community group for the purpose of cultural exchange
  - Expenditure incurred before a grant has been formally awarded
  - Organisations with significant free uncommitted reserves