



BARTON UPON HUMBER TOWN COUNCIL

Guidelines for town grant scheme applicants

The Town Council welcomes applications from any not-for-profit groups, within or outside of the town who can demonstrate direct benefit to the residents of Barton Upon Humber. The Town Council is happy to give advice and support to potential applicants. Please [contact the Town Council](#) if you have any questions about completing the application form, we are very happy to help.

1. Applicants need to apply for funding by completing a Barton Upon Humber Town Council Grant application form.
2. The scheme will support capital and revenue projects, both are eligible to apply for funding. Please state which category your project is to support.
3. Applicants will be expected to supply the following accompanying documentation with applications:
 - 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.
 - d. Provide a summary of how the funding will be utilised and who will benefit from the funding, including any relevant background information.
4. Applicants will be notified accordingly after a decision has been made at the closest Community Committee meeting.
5. Groups can only apply once per financial year for funding of the same project/initiative.
6. All applications will be considered with regards 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 within the local community.
7. Where possible a group will be expected to make some contribution from its own funds towards the project when funding is being applied for within the Town Council.

8. Where partnership funding is being sourced via external funding other than the Town Council, the Council will wish to see that such funding has been secured prior to awarding a grant.
9. For projects already completed applications will be considered. The Council will make judgement at the time of application, whether the project was urgent and also consider the financial situation of the group at the time.
10. At the discretion of Barton Upon Humber Town Council, small grants may be awarded to local not-for-profit bodies in emergency circumstances outside of the above meeting dates. Please contact the Town Clerk for more information.
11. Successful grant applicants must clearly acknowledge their grant from the Council on publicity related to their funded project using the Town Council logo and the words 'supported by Barton Upon Humber Town Council' in any publications, digital or physical. The logos can be downloaded [here](#).
12. The grant applied for must be spent on the items listed in the grant application. Clear and precise records must be kept of how the money is spent, including invoices where appropriate. The Council may request to see these records at any time. If evidence of the money being spent as set out in the grant application cannot be supplied then the grant may need to be returned to the Town Council, it may also impact on future grants from the Council.

Where to submit your application

Email: info@bartonuponhumbertowncouncil.gov.uk

Post: Barton Upon Humber Town Council, The Assembly Rooms, Queen Street, Barton Upon Humber, DN18 5QP.