



Sevenoaks Town Council

GRANTS TO LOCAL VOLUNTARY OR CHARITABLE ORGANISATIONS

GUIDANCE NOTES FOR APPLICANTS

Please read these notes carefully when completing the form. It will help to ensure that all the necessary information has been supplied.

PART 1

Who can apply?

Any organisation which:

- Provides services that will directly benefit the area and residents of Sevenoaks Town
- Is independently established for charitable, benevolent or philanthropic purposes
- Has a constitution or written document setting out its aims and objectives
- Has a bank or building society account in its own name
- Can provide audited, or for smaller organisations, signed accounts for the last two financial years
- If starting up, has a feasible project or business plan

We will not grant aid

- National organisations, or local bodies with access to funds from national 'umbrella' or 'parent' bodies unless funds are not available from their national bodies, or funds available are inadequate
- Private concerns operated as a business
- Charitable trusts seeking capital to add to their investments
- "Upward funders", i.e. local groups whose total fund raising is sent to their Central HQ for redistribution
- Church Councils or Faith Groups although applications from voluntary groups linked to a church or religious body will be considered;
- Individuals seeking sponsorship. [There is a separate Youth Services grant scheme which may be able to assist]
- Parent teacher organisations

Membership/Beneficiaries

Please give the number of people who live in the Sevenoaks Town area only (exclude those living in the surrounding villages eg Riverhead, Seal, Otford, Kemsing etc.). Please refer to the maps within the application forms (pages 5 and 6).

The application form asks - Does your Project:

- Cover a geographical area beyond the parish of Sevenoaks Town Council?
- If the answer on the application form is yes, have you also contact the respective parish councils for grant funding?
- Please provide details of which other parish councils you have contacted.

PART 2

The Grant Scheme could support the following types of expenditure:

- Equipment
- Training
- Hire of premises
- Information or publicity
- Other project costs
- Start-up or development costs for new community groups

Please note that grants are not made retrospectively.

The Town Council would not normally support funding the core costs of any organisation.

Any grant that is not used for the purpose for which it has been made must be repaid

PART 3

If your group benefits people from the surrounding area, please apply to the appropriate Parish Council for assistance and give details on the application form.

PART 4

The Council will not normally fund organisations who have reserves in excess of twelve months operating costs.

The Council requires recipients of grants to submit a brief report within six months confirming how the money has been spent and explaining what difference the grant made. Photographs of the project would also be appreciated.

If you have completed the form electronically, please print off, sign and return by post.

If you are not sure whether you meet the criteria, please phone Michèle MacDonald on 01732 459953 or via email to council@sevenoastown.gov.uk

NB – Grant recipients will be asked to provide a stand and or presentation at the Annual Town Meeting [**18th March 2019**] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.