

# POOLE CHARTER TRUSTEES

## Grant Funding Policy & Application Form

### 1. Objective:

- 1.1 As part of budget setting every January, Trustees will agree the inclusion of a budget header: 'Grant Funding', the value of which is to be agreed each year. It is the Charter Trustees objective to ensure that any grants it awards are aligned to the Trustee's remit of upholding the historic civic ceremonial traditions of the former Borough of Poole and the Charter Rights.

### 2. Application Requirements

- 2.1. Applications will **not** be considered unless the Charter Trustee's Grant Application form has been completed.
- 2.2. There are no restrictions on who can apply for Grant Funding (with the exception of Churches and Church properties/land, as per prohibitions set out in the Local Govt Act.)
- 2.3. To receive a Grant, applicants must agree to Terms and Conditions including:
- a. A requirement to demonstrate how the funding is to be used, including how it is to uphold historic civic ceremonial traditions of the former Borough and the Charter Rights ;
  - b. Details of the applicant's Reserves held at the time of the application (the level of Reserves held by the applicant will be taken into consideration);
  - c. Details of whether the applicant receives funding from other areas;
  - d. Agreement to attend a subsequent meeting of the Charter Trustees to detail how the monies have been used;
  - e. Agreement to repay any underspend, if funds remaining are at least 10% of the total funding granted, or £250.00 (whichever is greater).
- 2.4. Applications for retrospective grants, where a project has already been completed, cannot be considered.
- 2.5. The Charter Trustees will only consider one application per organisation per financial year unless there are extenuating circumstances.
- 2.6. The Civic Working Group will review and determine applications at three regularly scheduled meetings of the Working Group, for reporting to the subsequent CT meetings.
- 2.7. All applications will be considered and applicants will be informed of the Civic Working Group's decision via the Civic Support team.
- 2.8. Payments will **ONLY** be issued to successful applicants by BACS, **not** by cheque, to an approved bank account (not a personal bank account).
- 2.9. Applications which exceed the value remaining available in the budget will not be considered. There will be a maximum of £5,000.00 per approved grant. The minimum amount that can be applied for is £500.
- 2.10. Applications for funding of events will only be considered if the event has been in operation prior to 2019 or marks a significant historic event/anniversary.
- 2.11. Where deemed appropriate, the Civic Working Group may offer a reduced grant to applicants.
- 2.12. The total sum available by the Charter Trustees for grant funding can vary year upon year but is included in the budget setting process which is completed each January for the following financial year.
- 2.13. Payments will not be made for ongoing routine maintenance and operating costs of a group, charity or body.

### 3. Ongoing Payments

- 3.1 Repeat applications year upon year will not be automatically paid. Applicants must reapply again in a new financial year.

### 4. Funding Promotion

- 4.1 Acknowledgement of Grant - Recipients of grants may be asked to acknowledge the Charter Trustees support on promotional material, press releases and/or stationery if appropriate.

## **5. Grants Policy Distribution and Maintenance**

- 5.1 The Civic Support team will retain the master copy of the policy.
- 5.2 Copies of this policy will be distributed to all Charter Trustees by email.
- 5.3 A copy of this policy will be given to all applicants.
- 5.4 The policy may be reviewed annually.

## CHARTER TRUSTEES – GRANT FUNDING APPLICATION FORM

<b>Name of organisation:</b>	
<b>Contact details:</b>	Name Address Position in organisation Telephone Number Email Organisation website:
<b>Is the organisation a Registered Charity: If “yes” please provide Charity Number</b>	Yes/No
<b>Amount requested: (Min £500.00 / Max £5,000.00)</b>	£
<b>You confirm that the funds will only be spent within the area falling within the boundary of Poole Charter Trustees</b>	Yes/No
<b>What will you use the funds for? Include a specific breakdown of the use of funds, including details on how the funds will contribute to the upholding of the historic civic ceremonial traditions of the former Borough of Poole.</b>	
<b>What will be the total cost of the Project/activity?</b>	£
<b>If the total cost of the project is more than the application, how will the remainder be financed?</b>	
<b>Have you applied for funding for the same project from another organisation? If “yes” please provide details of which organisation and how much.</b>	Yes/No
<b>Who will benefit from the project/activity?</b>	
<b>What is the total value of your cash reserves? (include supporting documentation)</b>	
<b>If required to promote awareness of the financial support from the Charter Trustees, what promotion will you undertake?</b>	

<b>Group Bank Account Name, Account No &amp; Sort Code.</b>	Group Bank Account Name: _____ Account No _____ Sort Code _____
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You may use a separate sheet to submit any other information which you feel will support this application.

Signed:.....Date:.....

Please email your application to: [mayorofpoole@bcpCouncil.gov.uk](mailto:mayorofpoole@bcpCouncil.gov.uk)