



## NORTH HYKEHAM TOWN COUNCIL

### GRANT APPLICATION GUIDE

The Council generally agrees, each year, to make a sum of money available in their budget to be used, for grants to support organisations based within or which directly benefits the Town of North Hykeham and its residents.

North Hykeham Town Council will consider requests for grants from organisations which:

- Provide facilities for recreation, sport, leisure and social activities within North Hykeham or for its residents;
- Provide charitable help for the residents of North Hykeham;
- Promote the Town in a positive way;
- Improve the environment of North Hykeham and its surroundings.

The Council will **not** make grants:

- To individuals or for projects which benefit single individuals;
- For commercial activities;
- To a political party or an organisation intending to support a political party;
- For activities held outside of the Town's area unless proven to be of benefit to the Town and its residents;
- For projects that are a statutory responsibility of other government bodies;
- For projects that simply replace existing facilities with no significant improvement;
- For projects that have already been completed or will be by the time the grant is issued.

Organisations must be either non-profit making or charitable and have a bank account in their own name. They will also need to submit with any application, copies of their latest accounts, preferably audited and of their adopted constitution detailing their: aims, purpose and membership rules.

Applications are generally accepted during May each year although the Council will endeavour to manage the budget to enable applications to be considered at other times of the year.

All grant applications will be considered, by the Community Committee and the Council's decision will be final. Applicants will be required to include the Council's details in any publicity.

Organisations may be asked to attend a Council meeting, in person, to discuss their project and may attach additional conditions and requirements to any award.

Each application will be assessed on its own merits and the Council may take into account:

- The amount and frequency of any previous awards
- The benefit the grant will bring to North Hykeham and its residents and
- Whether the local or national organisation has a local branch with a degree of autonomy.

To make an application, complete the attached form, enclose the information required and return it to the: **Town Clerk, Civic Offices, Fen Lane, North Hykeham, Lincoln LN6 8UZ.**

Tel: 01522 681537 - or by email to: [TownClerk@northhykehamtowncouncil.gov.uk](mailto:TownClerk@northhykehamtowncouncil.gov.uk)



# NORTH HYKEHAM TOWN COUNCIL GRANT APPLICATION FORM

**Name of Organisation**

**Organisations address & contact details**

Tel: \_\_\_\_\_ Tel: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Amount of Grant Requested**

£ \_\_\_\_\_

**Purpose of Grant**

**How will the Town residents benefit from the grant & how many?**

**How much does it cost to run the group / organisation, per year?**

**Have you received funding from any other body in the past year?**

YES / NO - if yes please give details.

**Is the organisation a registered charity?**

YES / NO – If yes, state your charity registration number

**Do you have paid officers? (Local or National)**

YES / NO – if yes please provide details

**Any further comments in support of this grant application?**

**(Please tick the following, as appropriate).**

I enclose a copy of the organisations latest accounts along with any other relevant information.

I agree that the information provided can be shared with Town Council staff and Councillors.

I agree the information provided can be being held electronically and in paper format, by the Council

Signature.....State Your Name:.....

Position you hold in the organisation..... Date:.....

**FOR OFFICE USE**

Date received..... Meeting Date..... Decision..... Minute Ref.....