



## Grants to Voluntary Organisations Guidelines for Applicants

# Tamworth Borough Council Communities, Planning & Partnerships

### Criteria

**The Grants to Voluntary Organisations Scheme aims to encourage groups to develop in Tamworth and to support the vision and corporate priorities of Tamworth Borough Council.**

A maximum award of £500 per application is allowed although figures exceeding this amount will be considered in exceptional circumstances. In particular, the committee will look favourably upon those proposals that heavily demonstrate one or both of the following priorities, in keeping with the Vision; “One Tamworth, perfectly placed.”

- **Strategic Priority 1: To aspire and prosper in Tamworth.**  
To create and sustain a thriving local economy and make Tamworth a more aspirational and competitive place to do business.
- **Strategic Priority 2: To be healthier and safer in Tamworth.**  
To create a safe environment in which local people can reach their full potential and live longer, healthier lives.

Grants will be prioritised to groups providing services or activities that contribute to Tamworth Borough Council’s vision and corporate priorities, as listed above.

Applicants should be able to demonstrate that they are contributing towards the development of the voluntary sector in Tamworth.

Applicants should have a bank account with at least two signatories.

Applicants should be properly constituted or working towards adopting a constitution. (A copy of the constitution or draft will be required)

Applicants should be able to demonstrate that they are providing a benefit to the community in Tamworth and are non-profit making organisations with charitable aims.

Projects supporting healthy lifestyles that include healthy eating and physical activity will be welcome.

Faith groups applying for grants should ensure that the activities they are offering are open to people from all Faiths.

Applicants should be able to demonstrate that they operate an equal opportunities policy and that when working with children an appropriate child protection policy and procedure is in place.

### Restrictions on Grant Aid

- Applicants must be over 18 years of age.
- Retrospective applications will not be supported.
- Salaries and wages will not be supported.
- Projects or groups in receipt of funding through a service level agreement with Tamworth Borough Council will not be supported.
- Groups based outside Tamworth will not be supported, unless a substantial amount of work carried out by the organisation directly benefits the community of Tamworth.

- A higher priority will be given to groups over individuals. Maximum grant to an individual - £200.00 in one year. The work of the individual must meet the above criteria and must be able to demonstrate how it would benefit the people of Tamworth.

## Rules for Applications

There are two categories for applications:

### 1. Equipment, projects and initiatives

Applications under this category are restricted to one per group in any one year period.

Applications under this category are restricted to one per group and a maximum of £500.00.

All applications will be financially vetted.

Estimates/quotes are needed for amounts sought under this category that exceed £200.00.

### 2. Revenue/Running Costs

A maximum of 50% of available monies will be allocated per quarter for revenue/running costs.

Applications under this category are restricted to one per group and a maximum of £500.00.

Applications under this category are restricted to one per group, in any two-year period.

## Standard Conditions

Tamworth Borough Council will only pay grants on receipt of the completed acceptance of grant form. This form must be returned to Tamworth Borough Council within six months of the date it was issued. Failure to do so will result in the offer of grant being withdrawn and further applications will not be accepted for twelve months from the date of the decision.

Acknowledgement that the grant has been received from Tamworth Borough Council shall be included on all relevant publicity materials and in programmes and catalogues. Grants shall be used only for the purposes specified in the "Notice of Confirmation", and immediate notification should be made to Tamworth Borough Council of any unavoidable changes or cancellations.

One year after the receipt of a grant the applicant will be sent a form to sign that certifies that the grant has been spent in accordance with the agreed criteria.

The recipient is responsible for obtaining all licenses, permission and insurance as may be necessary.

Tamworth Borough Council cannot be held responsible for any debts or liabilities and will not be responsible to a third party.

## General Information

Please allow between 8-12 weeks for your application. The final decision will be made by the Council's Cabinet (Grants) Sub-Committee.

**Please ensure you have enclosed:**

- The application form.
- A copy of your constitution or rules.
- 3 Estimates/quotes for amounts that exceed £200.00.
- A copy of your most recent audited accounts, or bank statements for the last 3 months plus a cash flow projection for the coming year.

Please return to: Karen Clancy, Partnership Funding Officer, Communities, Planning & Partnerships, Tamworth Borough Council, Marmion House, Lichfield Street, Tamworth, Staffordshire B79 7BZ.