



Spelthorne Borough Council

Grants and Financial Support

Application

Thank you for applying to Spelthorne Borough Council's Grant and financial assistance programme.

Prior to making this application please read fully the guidance provided and make sure you meet and can evidence meeting ALL the criteria. If you do not meet the criteria your application will not progress to panel consideration. If you require any further assistance with completing this form, or would like to receive the form and guidance in an alternative format, please ask.

The criteria that you MUST meet are:

- a) You are a voluntary or charitable organisation. We also consider applications from not for profit organisations.
- b) You are located in Spelthorne and or you provide services for people in Spelthorne.
- c) You support Spelthorne Borough Council's vision and comply with at least one of our key objectives.
- d) You must have financial stability but not have large balances not allocated.
- e) You must not be applying for multiple financial support for the same objective. (Unless you are specifically requesting grant match funding).
- f) That you have clear outcomes for the additional funding applied for.
- g) You need to be clear how success will be measured and how you will monitor achievement.

Contact details

Name and position	
Organisation	
Charity CIO number	
Address of company	
Location services will be provided	
Contact phone Contact email	

Financial status:

Please provide your audited accounts for the previous year. Please note that these will be treated in the strictest of confidence but we need to be reassured that your organisation is financially able to deliver what you are applying for.

Please provide details of match funding or other funding you have applied for for the financial year 2020/2021.

The Aims of your organisation:

It is extremely helpful for the Grant's Panel to know about your charity. How, why and when it was set up and for what purpose. What are your key objectives and how have these changed?

When was your organisation set up?	
Why was your organisation created?	
What are you aiming to achieve?	
How do you measure success generally?	

Your current application:

Please provide information to clearly demonstrate what you wish to achieve with the funding you are applying for and also how you will measure success of the grant funding.

Please provide as much detail as possible here including who are your target audience, where and how your service will be provided. Please detail the importance of this and why you believe this service to be necessary. Please refer to our vision and aims and detail which one/s your service supports.

You can also submit additional information to support your application

Amount applied for from Spelthorne	
Funding applied for elsewhere	
What you want to achieve	
How have you identified this need?	
Please show how this meets Spelthorne's Vision and key Objectives (refer to guidance)	
Where will this service be delivered?	
Who are your key clients/customers?	
How will you measure success?	

3 Reviewing the application

Once applications have been received they will be reviewed to ensure that they meet the criteria.

Where applicants do not meet the criteria they will be told that their application cannot be taken further and signposted to other potential financial support available for what you are trying to achieve.

If it is obvious that an error has been made and crucial information has mistakenly been omitted, and where we are able, we will endeavour to contact you to give you the opportunity to provide the missing information.

It is important to note that unfortunately meeting the criteria does not guarantee you will receive a grant. Spelthorne Borough Council receive numerous applications from worthy organisations and with regret we cannot offer grants to all. The applications received within the specified time limit and those evidencing that they meet our criteria will be considered by a panel.

In exceptional cases we may ask you for further information or clarification during the panel's consideration of your application. The panel does not have the final say and makes recommendations to be considered by Cabinet and then approved by our Council. We are required to follow this process as we are using public money and need to follow due process. This is why we open the grants applications many months before the financial year starts.

4 The final decision and payment

The panel may decide to recommend to Cabinet:

- a) That your organisation gets awarded the full amount applied for.
- b) That your organisations receives an award for a lower amount than applied for.
- c) That your organisation has been unsuccessful for the current year.

Where we are unable to provide you will any grant funding, or in some cases, a smaller amount than you applied for we will endeavour to signpost you to potential other funding sources in order to help you achieve your outcomes. In the cases of a partial award we will help review what is achievable with the smaller amount of funding awarded.

We will write to you with the decision at the end of February / beginning of March. The funding will be paid into the relevant account by the 1st April.

Thank you