



Royal Wootton Bassett Town Council

Grant Aid Application Guidelines

The Royal Wootton Bassett Town Council is empowered to make grants to local clubs and organisations under 'Section 137 of the Local Government Act 1972', as amended by the 'Local Government and Housing Act 1989'.

There are a number of limitations placed on the Council's power to make grants; the most important of which is that '*any grant must demonstrate benefit to some or all of the inhabitants of the town*'. The size of the grant must also be in proportion to the benefit achieved. You are, therefore, encouraged to demonstrate in your application how many people in Royal Wootton Bassett will benefit from the Grant Aid and in what ways.

- All applications will normally be considered by the Revenue and Resources Committee, who meet on five occasions in each financial year. Applications must be received three weeks prior to the appropriate meeting.
- A Community Group or Organisation may make only one application in each financial year.
- The Community Group or Organisation must be non-profit making.
- Grants will not normally be made retrospectively.
- The Community Group or Organisation must demonstrate the level of benefit to the local community and be able to indicate the percentage of residents in Royal Wootton Bassett that will benefit from the grant.
- The Community Group or Organisation must demonstrate a clear need for financial support.
- Community Groups or Organisations applying will need to provide a set of audited accounts for the previous financial year. New organisations must submit all financial information available.
- In the event of a project not proceeding the donation should be returned.
- If a donation is granted to an organisation the Town Council would wish to receive feedback on the success of any supported project and receive appropriate public recognition of their support.
- The organisation will receive notice of the outcome of their application usually within three weeks of the meeting having taken place.
- The Town Council may request a receipt from the organisation for any donation.
- Completed application forms should be returned to:

Royal Wootton Bassett Town Council
117 High Street
Royal Wootton Bassett, Wiltshire SN4 7AU