



## ESSENTIAL FACTS SMALL PROJECT GRANTS

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The Town Council will have funds available for Small Project Grants in the financial year 2020/2021.

### **Funding boundaries**

Under this scheme applications can be for **up to and including £500** and must be for **projects only**. There is no funding available for running costs. Retrospective applications will not be considered.

No more than **50% of the total cost** of the project can be awarded. The applicant is expected to raise at least 50% of the project cost through other funding sources, use of reserves or through fundraising activities. Funding from HRTC will be withheld until the balance of funding can be evidenced.

No more than one application can be made per organisation per financial year.

The organisation must commit to spend the grant within 12 months of receipt and must indicate on the application form an anticipated project delivery timescale.

### **Consideration of the application**

Applications under £200, which benefit ten or more Houghton Regis residents will be determined by the Town Clerk in consultation with members of the Community Services Committee. Successful applicants will receive their award within one month of submission of the application.

Applications for funding between £201 and £500 will be considered by the Community Services Committee at the scheduled meetings in October / November and February / March. Please follow this link to the Council's calendar of meetings (*found on our website*) to find out the meeting date. Applications for funding must be received at least 3 weeks prior to the meeting date. Successful applicants will receive their award within one month of the date of the Community Services Committee meeting. Applicants are not required to attend the meeting, although they are encouraged to do so as it often assists in the decision making process.

The council has a budget available for grants, once this budget has been exhausted any further applications will be refused although applicants will be invited to carry over their application into the next financial year.

**All questions must be answered in full. Failure to submit all the required information will result in the application being returned which may result in the deadline for submission being missed.**

### **Ineligible organisations**

Applications cannot be accepted from:

- Individuals.
- Organisations connected to political activity.
- Commercial businesses.
- Organisations connected to a place of worship except voluntary organisations linked to a church or religious body
- Organisations intending to discriminate on grounds of gender, sexuality, race, disability or religion.

### **Purpose of the grant**

The purpose of the grant must be in keeping with the organisations aims and objectives.

The project must be able to demonstrate that it is of benefit to Houghton Regis residents by providing either support, entertainment, information or a service.

Examples of eligible projects include: purchase of new equipment (sports kit, computers etc), publicity for the organisation to attract new members, publicise an event etc, organisation of an event, training for volunteers, new group start up and development costs, participation in community events. (Note: should an award be made for participation in a Town Council event the organisation would not be eligible for cash prizes at that event.)

### **Supporting information**

The application must be accompanied by:

- 3 Quotes or at least estimates for expenditure.
- The organisations most recent set of accounts.
- The organisations constitution.

In the case of newly formed organizations with no accounts, the organization should submit their annual budget and description of their current activities.

Failure to submit all the required information will result in the application being returned which may result in the deadline for submission being missed.

## **Follow up information**

Successful applicants must complete and return an End of Grant Report Form and evidence of expenditure, such as copies of receipts or invoices, by the end of the financial year. This will be sent out with the grant cheque. Failure to return this form and evidence will disqualify applicants for making a grant application in the following financial year.

*If you require assistance completing the form please contact:*

*Voluntary and Community Action*

*Bossard House*

*West Street*

*Leighton Buzzard*

*Beds LU7 1DA*

*Tel: 01525 850559*

*Assistance cannot be provided by Houghton Regis Town Council.*