

| Signatures | |
|---|----------------|
| Signed on behalf of the applicant (two properly authorised signatories please): | |
| | |
| Name: | Name: |
| Position held: | Position held: |
| Date: | |

Notes:

1. *The Council invites applications for grants towards the cost of specific projects, specific types of expense, or the general running costs of deserving organizations. Since these are paid from a specific and limited budget set aside every year from funds raised from the Council Tax-payers of Sturminster Newton, applications are more likely to succeed if they:*
 - *Specify a precise sum sought;*
 - *Include reasonably full details of the purpose for which the money is needed and the total funding requirement;*
 - *Describe other sources of funding obtained or being sought and efforts made to obtain it;*
 - *Are made by applicants providing benefits to the community and not operated for profit;*
 - *Demonstrate a clear benefit to the people of Sturminster Newton specifically.*

2. *Completed applications should be delivered by hand or posted to The Town Clerk, Council Offices, Old Market Hill, Sturminster Newton DT10 1FH and be accompanied by a copy of the most recent annual accounts of the applicant (which will be expected to be audited in appropriate cases). Please do not submit incomplete applications. If you need help or guidance please contact the Council Office by telephone (01258) 475136 or email admin@sturminsternewton-tc.gov.uk.*

3. *Once an application has been received and checked, it will be listed for consideration at the next appropriate meeting of the Council's Finance & Personnel Committee. Grant applications will be considered in two rounds every year; one in late March and the other in late November with the intention that roughly one-half of the total annual budget for grants will be allocated at each. Individual awards will normally be in the range £250-£750. The precise dates of these meetings can be obtained from the Council website www.sturminsternewton-tc.gov.uk or Office; please bear in mind that applications must be received at least ten days before the meeting date to ensure they are included on the agenda. The Committee will make a recommendation. If this is ratified at the meeting of the full Council early in the following month, payment will usually be made by cheque shortly thereafter. If the cheque needs to be made payable otherwise than to the full name of the applicant, please state this and explain why in a covering letter. These meetings are open to the public. Applicants for grants are entitled (and encouraged) to send representatives to observe the meetings and these will be allowed an opportunity to speak in support of the application and answer questions from councillors.*

4. *The Council may attach conditions to an award. These may, in cases deemed suitable by the Council, include requiring evidence of proper use of monies awarded, repayment of monies not spent within a specified period and acceptance of a council-appointed nominee to in the applicant's governing body. If, exceptionally, the Council agrees to underwrite the cost of a specific event rather than make a direct grant, a claim for any shortfall MUST be accompanied by a detailed financial statement supported by receipts and invoices. The Council reserves the right to ask to see bank statements; so the organizers should ensure that all monies paid out and received pass through an account and that payments are not made in cash. If the event for which you are seeking financial assistance includes fund-raising for charities or other bodies, or includes an administrator's fee, this must be stated at the time application is made.*