

# WELLS CITY COUNCIL

## HOW TO APPLY FOR A COMMUNITY GRANT

### Information for applicants

Charitable, voluntary and community organisations serving the City of Wells may apply to the City Council for small financial grants. The Council has allocated a budget of £7,500 for the year 2022-23 to fund these community grants.

Only one application will be considered from any organisation in each financial year, normally up to £500.

Retrospective applications will not be considered.

Any organisation applying must be able to show that its purpose is for the benefit of those living or working in the City of Wells.

The initial request for a grant should be sent to the Town Clerk/Finance Officer who will give general guidance. You should be prepared to provide some background and financial information about your group, details of a specific project and the amount you are requesting (up to £500).

The Council's grant-allocation power is limited by legislation; the Town Clerk/Finance Officer will be able to advise if your application falls within the remit of the Council; the application will then go forward for a Committee decision.

**Allocation of grant funding is decided by the Finance Committee of the Council at either the September or March meetings only.**

**The decision of the Committee is final.**

All applicants are required to send a representative to attend a meeting of the Committee in order to present the application and answer questions; the Town Clerk/Finance Officer will arrange details with you for your attendance.

**Please submit your application in the first instance to:**

**Mr Steve Luck  
Town Clerk/ Finance Officer  
Wells City Council  
Town Hall  
Market Place  
Wells BA5 2RB**

**[townclerk@wells.gov.uk](mailto:townclerk@wells.gov.uk) 01749 673091**

# WELLS CITY COUNCIL

## COMMUNITY GRANTS APPLICATION FORM

<b>ORGANISATION</b>	
Name of your organisation / group:	
What does your group / organisation do?	
<b>CONTACT DETAILS</b>	
Name of person applying:	
Address:	
Post code:	
Telephone:	
e-mail:	
Your position in the organisation: e.g. Chairman, Secretary, leader	
<b>AMOUNT</b>	
How much are you applying for? (up to £500)	£
<b>THE PROJECT</b>	
What project is this grant for?	
How will this project benefit the community in Wells?	
When will the grant money be used?	
<b>DATE OF APPLICATION:</b>	

# WELLS CITY COUNCIL

## POLICY FOR AWARDING COMMUNITY GRANTS

### Finance Committee

Wells City Council has adopted the General Power of Competence (Localism Act 2011); under this power, the Council may choose to award grants in much the same way as an individual might give funds to a good cause. However, the Council must consider its responsibilities and duties to its electorate and has therefore laid down the procedures set out here, to guide equitable and transparent use of public funds. The Council's power to give grants is delegated to the Finance Committee.

#### 1. The Application Process

The Town Clerk/RFO will receive applications and advise applicants whether the Council has the legal power to make the grant. They will issue the information sheet and guide applicants through the process. They will assist applicants and make arrangements for them to attend either the September or March meetings of the Finance Committee at which the committee will consider grant applications. All applicants will be required to send a representative to the meeting of the Committee, to present background information relating to their application and answer questions from Councillors.

#### 2. The Selection Process

- a. In awarding funding, the Committee members will be mindful at all times that the grants are given from public money raised from the council tax payers of the City of Wells.
- b. The applicant must satisfy the Committee that the grant will be used for the benefit of those living, working or studying in the City.
- c. The applicant must satisfy the Committee that there is financial need for the grant to be given, and should be prepared to provide evidence of financial status and good management.
- d. Only one application will be considered from any organisation in each financial year.
- e. Retrospective applications will not be considered.
- f. Grants will not normally be given to individuals.

#### 3. After receiving a grant

If requested by the Council to do so, the organisation must produce evidence to show that the grant was used for its intended purpose, and within the expected timescale.

# WELLS CITY COUNCIL

## 4. Discretionary support

In exceptional circumstances the Council may decide, after considering the initial application, to award extended funding up to a maximum of three years. (A review period may be set at the time the award is made).

It will be essential that the applicant shows clearly:

- a. How the project will benefit the local community
- b. A clear business plan including the level of grant requested and how the money will be spent
- c. How the longer term nature of the grant will add significant benefit to the community

## 5. Town Hall lets

The Town Hall Lettings Charges make provision for discounts to be given to charities and community organisations.

In exceptional circumstances only, application may be made to the committee for a community grant to cover the booking cost.

Criteria for reference by the committee when considering a community grant application for cost of a Town Hall let:

- For community/not for profit organisations only
- Using the Town Hall to the benefit the city
- No entry fee to be charged
- No / minimal charge for stalls
- 'Not-for-gain' event
- Use of rooms, layout etc. to be booked in advance with the Town Hall Manager, as for any other booking.

**Note:** The Mayor has four uses of the Town Hall per year (including Mayor-Making), as defined in the Civic Review.

*Wells City Council, Finance Committee  
March 2022*