



GRANTS & SUBSIDIES POLICY

Recommended: Finance & General Purposes
12th September 2019

Approved: Full Council
24th September 2019

1. Introduction

- 1.1 The General Power Section 1 of the Localism Act 2011 says that a local authority has power to do anything that individuals generally may do (s 1 (1)), as long as they do not break other laws. It is intended to be a power of first, not last, resort. The General Power is available to Parish and Town Councils which meet the conditions of eligibility for the exercise of the power as set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.
- 1.2 Billingham Town Council has fulfilled the eligibility requirements and so has the power to award funding to individuals or organisations.

2. Purpose of Grants and Subsidies

- 2.1 Billingham Town Council awards grants and subsidies at its discretion to organisations and individuals that can demonstrate a clear need for financial support for a project (grant) or subsidy (core costs and other programmed activities for the planned period) which will benefit the town.

3. Grants

- 3.1 A grant is aimed at funding “one off” projects that can be completed within a year and will directly benefit the residents of Billingham. Priority may be given to projects or activities which support the Town Council’s objectives and aspirations for the town. The aims and objectives of the project should be clear and well-defined.
- 3.2 Grants are for up to £500 and can be applied for at any time. The amount of grant funding to be awarded for each application will be decided by the Finance and General Purposes committee and may be less than the amount requested.
- 3.3 All grants must be agreed in advance and will not be made retrospectively. Only one grant will be awarded per individual/organisation each year. Applications will not be considered from private organisations operated as a business to make a profit or surplus or from “upward funders” i.e. local groups whose fundraising is sent to the headquarters for redistribution unless proof is given that the grant is to be spent at local level.
- 3.4 The purpose of the grant is provide help for specific small projects. If assistance is required for a long-term project which will last more than one year, a subsidy should be applied for. No grant will be awarded to any individual/organisation that currently receives a subsidy from the Town Council. No

individual/organisation will receive a grant for more than two consecutive years, even if the applications are for different purposes.

- 3.5 An organisation is required to have a bank account in its own name with two authorised signatories required to sign each cheque. All organisations are required to submit their last audited accounts and constitution. If an organisation does not have audited accounts, then an income/expenditure report is required, signed by two signatories along with signed copies of bank statements covering the previous six months.
- 3.6 Individuals should reside in the parish of Billingham, have references in support of their application, a bank account and must demonstrate clearly how a grant will be of benefit to the local community within the parish.
- 3.7 All applicants must fully complete the grant application form, provide all the requested information and satisfy all the terms and conditions prior to the application being assessed by the Finance and General Purposes committee. See appendix A.
- 3.8 The Town Council reserves the right to attach additional conditions to a grant application. Any such conditions will be explained in the notification of grant letter.
- 3.9 All successful applications will be paid by cheque and will be supplied with a grant evaluation form which must be completed. Future grants will not be awarded until this is returned. In the event that the grant money is not spent, either for the purpose it was given or within the relevant financial year, the grant or any remaining monies must be returned back to the Town Council and cannot be added wholly or partly to your reserves. If for any reason the organisation disband during the period of the grant, the Town Council may ask for all or part of the grant to be paid back.

4. Subsidies

- 4.1 Subsidies are awarded over a three year term which aligns to the Town Council's medium term budget setting process and are intended to provide some financial stability for the recipient.
- 4.2 Applications for subsidies can be made between 1st April and 31st August. All eligible applications will be considered as part of the budget setting process which takes place between September and January.
- 4.3 All applicants will be invited to the November Finance and General Purposes committee meeting to give a presentation on the purpose of the subsidy. Non attendance may result in an application being declined.

- 4.4 Applicants applying for a subsidy in year two of the three year cycle will only be awarded the funding for the remaining two years; subsequently, those applying in the last year will only be awarded one year of funding.
- 4.5 All applicants must fully complete the subsidy application form, provide all requested information and satisfy all the terms and conditions prior to the application being assessed by the Finance and General Purposes committee. See Appendix B. The Town Council reserves the right to attach additional conditions to a subsidy application. Any such conditions will be explained in the notification of subsidy letter.
- 4.6 Once the Finance and General Purposes committee has determined that the criteria for receiving a subsidy has been met, it will determine the amount of funding to be awarded based on the number of applications received, the available budget and the information contained within the application. The amount of funding to be awarded will be decided by the Finance and General Purposes committee and may be less than the amount requested.
- 4.7 Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of the available funds, the Town Council will take into account the amount and frequency of any previous awards and the geographical spread within the town. Due account may also be taken of the extent to which funding has been sought or secured from other sources or fund raising activities.
- 4.8 Part of the rationale for agreeing to subsidies for an extended period is the expectation that during the period, the applicant will develop strategies to become more self-sufficient or find alternative sources of funding.
- 4.9 All applicants will be notified of the outcome of their application in February. All successful applicants will be paid at the start of the next financial year.
- 4.9 Successful applicants are not required to reapply each year for funding however, they must provide a detailed annual report containing:
- How the project has achieved its aims and objectives;
 - A breakdown of how the money has been spent;
 - The impact of the project;
 - The amount of people in Billingham which the project has supported or involved; and
 - An annual statement of accounts, clearly indicating the level of expenditure on core activity, salaries, payments to officers, expenses and the level of any membership fee (if any) payable by the organisation's members.
- 4.10 Failure to meet the annual review criteria by 31st March each year will mean any further payments will be withheld pending receipt of the report.

- 4.11 Once the amount of a subsidy has been agreed, it will be set for the three year period. No further increase will be available.
- 4.12 At the end of the subsidy period, further funding can be applied for however, it will be necessary to demonstrate why it has not been possible to become self-funding. The Town Council may determine to offer further support, dependent on the applicant's particular circumstances. There is no guarantee as to the continuing level of subsidy from one three year period to the next.
- 4.13 If an applicant's financial position, structure or purpose change significantly during the three year term, the Town Council reserves the right to alter or cease the provision of funding.

5. Transparency and Publicity

- 5.1 The Town Council will publicise the availability of grants and subsidies widely throughout the community.
- 5.2 The Town Council will report annually on the total spends on grants and subsidies and list the individuals/organisations who have received funding and the use of it.
- 5.3 In awarding grants and subsidies, the Town Council recognises and supports the valuable contribution made by local individuals/organisations to the well-being of the community.
- 5.4 All successful applicants are required to acknowledge the Town Council's contribution in any relevant publicity and publications and set out how this will be done i.e. website/newsletter. The Town Council requests the permission of the use of photographs from any publicity relating to the purpose of the grant/subsidy.
- 5.5 All successful applicants will be invited to give a presentation to the Annual Town Meeting to demonstrate their successes, their services and the benefit experienced by the grant/subsidy.
- 5.6 Any organisation in receipt of a subsidy may appoint at least one Town Councillor as a nominated representative, to attend the group's committee meetings and act as an observer and link to the Town Council.
- 5.6 The Town Council reserves the right to withhold a grant or subsidy or to seek reimbursement of money already paid out in the case of misrepresentation, fraud or other unlawful activity. Anyone found to be acting dishonestly in

making the application or spending the funding will be reported to the police and may face prosecution.

- 5.7 The Town Council reserves the right to amend any policy, procedures and assessment criteria for funding at any time.
- 5.7 All decisions on funding made by Billingham Town Council are final and non-negotiable.

APPENDIX A - GRANT GUIDANCE NOTES AND APPLICATION FORM

Please read the information below in full before completing the application form.

1. Billingham Town Council is empowered under legislation to offer community grant funding however, terms and conditions apply. Please ensure you read the information below to determine whether your organisation or project may be eligible before completing the application form.
2. Voluntary groups, registered charities or individuals operating on a not for profit basis for the benefit of the community in Billingham may apply for grant funding. Organisations must have some form of management committee or steering group and a bank account with at least two signatories. Approved grant funding will be paid by cheque only.

If you have previously received a grant from the Town Council, a report on the grant expenditure must have been provided before a new application can be considered. Only one grant application may be received per financial year.

Priority will be given to those which can demonstrate a clear financial need.

If your organisation is a branch of a larger organisation, it should have a separate committee, constitution and bank account and a specific brief for activities benefiting the community of Billingham.

3. The following cannot apply for grant funding:
 - Commercial operations or organisations;
 - Purposes for which there is a statutory duty other local or central government departments to fund or provide;
 - “Upward funders”, i.e. local groups where fundraising is sent to a central HQ for redistribution;
 - Political parties;
 - Religious organisations - unless for a purpose which does not discriminate on grounds of belief.

The above list is not exhaustive and may be amended at the Council's discretion.

4. Grants are for up to £500. The amount of funding to be approved will be decided by the Finance and General Purposes Committee and may be less than the amount requested.

5. Projects and activities that can be funded must be completed within a year and will directly benefit residents of Billingham. Priority will be given to projects or activities which support the Town Council's objectives and aspirations for the town. These should be clear and well defined.
6. The following will not be funded:
 - General revenue costs;
 - Loan repayments;
 - Rent;
 - Rates;
 - Council tax or utilities;
 - Insurance costs (other than public liability insurance);
 - Projects with high ongoing maintenance costs (unless it can be demonstrated that funds/skills are available to maintain them in the future);
 - Religious or political groups (unless unrestricted community benefit can be demonstrated);
 - Activities that are part of statutory obligations;
 - Activities that predominantly support people outside of Billingham;
 - Projects which have already been completed or items already purchased.
7. Applications are considered by the Finance and General Purposes Committee. The meeting is open to the public and applicants are encouraged to attend. Applications will be assessed and decisions taken regarding the amount of any grant award based on the available budget, the information provided, the benefit to the community and the sustainability of the project. Written confirmation of the decisions will be provided within ten days of the meeting. Payment will be made by cheque only within a month of the meeting.
8. If there is a serious breach of terms and conditions, if the group ceases to operate before funds have been spent or if the project does not proceed as planned, the grant will have to be repaid.
9. Grants must only be used for the purpose set out in the application and must be spent within the financial year in which they are awarded. If you are unable to use the money, or any part of it, for the purpose stated, then all unspent monies must be returned to the Town Council.

Anyone found to be acting dishonestly in making the application or spending the grant will be reported to the police and may face prosecution.

9. Recognition of any grant made by Billingham Town Council must be made in any publicity and in the group's accounts. The Town Council may ask you to attend the meeting at which the application will be considered and/or to attend a publicity event.
10. The Town Council reserves the right to amend any policy, procedures and assessment criteria for grants at any time.
11. All decisions made by Billingham Town Council are final and non-negotiable.

GUIDANCE ON COMPLETING THE GRANT APPLICATION FORM

Question No.	Question	Guidance Notes
1-11	Organisation Details	<p>Please ensure you have completed all fields and provided accurate contact details for the main contact person.</p> <p>Organisations must be non-commercial and primarily serve the people of Billingham.</p> <p>Organisations must have a constitution or agreed set of rules. If your organisation is affiliated to a larger or national organisation, please confirm whether accounts are held separately. If your organisation works with children or vulnerable adults, please confirm that relevant safeguarding policies are in place.</p>
12	Independent Referee	<p>This should be someone who is familiar with the organisation/individual and/or project, but is not a member/representative of the organisation. Referees will only be contacted if deemed necessary.</p>
13-20	Financial details and amount of grant funding requested	<p>Please provide as much information as possible. The grant does not need to be a "rounded up" figure; if you have a specific quote, please enclose this and specify the exact figure. We will consider whether project costs are appropriate and realistic.</p> <p>Priority will be given to those which can demonstrate their own fundraising activity, additional sources of income for the project and/or a contribution in kind.</p>
21-22	Project Details	<p>Please tell us clearly and concisely the nature of the project/activity. These should demonstrate a clear benefit to the residents of the parish.</p>
23	Project Timescale	<p>Please note that projects or activities cannot be funded retrospectively. Please only apply for funding if the project/activity can be achieved within a year of receiving grant funding.</p>
24	Ongoing Costs	<p>Should the project require ongoing funding, please demonstrate how you intend to achieve this.</p>
25-28	Supporting documents	<p>Please ensure you enclose the required documentation with your application, or an explanation as to why these cannot be provided. Accounts may be draft if not yet audited. Start up organisations without two years of accounts should provide a signed copy bank statement and a business plan.</p>
29-36	Declaration and Signature	<p>The main contact person for the application should initial each point and sign below. The Town Council should be recognised in the</p>

		<p>organisation's accounts and in any publicity concerning the project.</p> <p>A report on grant expenditure should be provided back to the Town Council within 12 month of receiving the funds. The organisation may also submit its Annual Report and accounts, where appropriate.</p> <p>By signing, you give permission for the Town Council to retain and use the information provided.</p> <p>By signing, you acknowledge that you have read and understood this guidance and the policy. We recommend that the applicant keeps on file a copy of these guidance notes for future reference.</p> <p>Grant funding application forms will go out in the public domain and will be discussed as part of the agenda for the Finance and General Purposes Committee. All signatures and personal information will be redacted.</p>
--	--	--

Should you have any queries not answered above please contact Billingham Town Council on 01642 551171 or email the Town Clerk at townclerk@billinghamtowncouncil.co.uk

GRANT APPLICATION FORM

This application form may be used for grant applications up to £500 in the financial year. Organisations may only receive one grant per financial year. Please refer to policy and guidance notes when completing this form.

SECTION 1: ORGANISATION AND APPLICANT DETAILS		
1.	Name of Organisation/Individual.	
2.	Name and address of contact for this application.	
3.	Telephone number/s of contact for this application.	
4.	Email address of contact for this application.	
5.	Status of organisation (if registered charity, please include number).	
6.	How long has the organisation been established?	
7.	Brief description of purpose of organisation.	
8.	Are you part of/affiliated to a larger organisation?	
9.	How many members do you have that reside in Billingham?	
10.	Is there an annual subscription/membership fee?	
11.	Please provide contact details for another senior member of your organisation.	
12.	Please provide contact details for an independent referee.	

SECTION 2: FUNDING

13.	Total cost of funding?	
14.	Amount of grant requested? (max £500)	
15.	How much has already been raised towards the project?	
16.	How will the balance be funded? (if applicable).	
17.	Has any further grant funding been sought for this project? If so, please specify details.	
18.	Have you sought more than one quote for the project? (Please enclose copies).	
19.	Does the organisation have its own bank account with a minimum of two signatories?	

Please include with your application:

- Accounts for the last two year (draft accounts will be accepted if not yet audited);

Start up groups without two years of accounts should enclose a signed bank statement and business plan with their application.

SECTION 3: PROJECT DETAILS

20.	<p>Please briefly describe the project, including:</p> <p>Where it will take place?</p> <p>How the community of Billingham will benefit?</p> <p>How the project supports the community?</p> <p>How you have identified the need for this project?</p> <p>How you will assess the success of the project?</p> <p><i>(If necessary, please supply further details on a separate sheet of paper).</i></p>	
21.	<p>How many people in Billingham do you expect to benefit directly from the project?</p>	
22.	<p>Please advise the timescale for the project.</p>	
23.	<p>Will the project require ongoing financial support? If so, how will this be funded?</p>	

SECTION 4: CHECKLIST**Please enclose the following with your application:**

24.	Two years of accounts (or for start up groups, a signed bank statement and business plan)	
25.	Quotations for the project (if applicable)	
26.	Organisation's constitution or set of rules	
27.	Any other relevant supporting information regarding the project	

SECTION 5: SIGNATURE AND DECLARATION**Please initial next to points 28 - 35 and sign below to acknowledge the terms and conditions of submitting this grant application.****No application will be considered unless this section is completed in full and signed by the contact person named in question 2.**

28.	I declare that the information given is correct to the best of my knowledge and that any funds received will be used solely for the purpose detailed on this form.	
29.	I understand that the documentation supplied will not be returned and may be available for public scrutiny.	
30.	I agree that the grant will be returned if the specified project cannot proceed.	
31.	I agree that, if successful, details of the project may be published by the Town Council	
32.	I agree to supply a report back to the Town Council within twelve months regarding the expenditure of any grant funding.	
33.	I confirm that I have authorisation to apply for a grant on behalf of the organisation.	
34.	I understand that the information provided on and with this application will be used by the Town Council to judge whether or not to award a grant and that this decision will be made at a meeting that is open to the public.	
35.	I confirm that I have read and understood the Grant and Subsidies Policy and guidance notes issued by the Town Council.	

Name of Contact _____

Role in Organisation _____

Signature _____

Date _____

APPENDIX B - SUBSIDY GUIDANCE NOTES AND APPLICATION FORM

Please read the information below in full before completing a Subsidy application form.

1. Billingham Town Council is empowered under legislation to offer community grant funding however, terms and conditions apply. Please ensure you read the information below to determine whether you or your project may be eligible before completing the form.
2. Subsidies are provided for a three year term and consist of an award per financial year. You do not need to reapply each year for funding, but must provide a detailed annual report and statement of accounts each year to the Town Council. Subsidy funding may be used for general revenue or maintenance costs, or to fund ongoing projects.
3. The following may not apply for subsidy funding:
 - Commercial operations or organisations;
 - Purposes for which there is a statutory duty, other local or central government department to fund or provide;
 - “Upwards funders”, i.e. local groups where fundraising is sent to a central HQ for redistribution;
 - Political parties;
 - Religious organisations; unless for a purpose which does not discriminate on grounds of belief.

This list is not exhaustive and may be amended at the Town Council's discretion.

4. The amount of subsidy funding to be approved will be decided by the Finance and General Purposes Committee. Should your financial position, structure or purpose change significantly during the three year term, the Town Council reserves the right to decrease or cease the provision of funding. Depending on the amount of the subsidy, a Service Level Agreement may be required.
5. Voluntary groups, registered charities or individuals operating on a not for profit basis for the benefit of the community in Billingham may apply for subsidy funding. Organisations must have some form of management committee or steering group and a bank account with at least two signatories. Approved subsidy funding will be paid by cheque only.

6. If you have previously received any subsidy funding from the Town Council, a report on grant expenditure must have been provided before a new application can be considered. Priority will be given to those which can demonstrate a clear financial need, which have a wide impact across the community, which have a high level of community inclusivity or which support the Town Council's objectives and aspirations for the town.
7. Organisations should ideally be able to demonstrate longer term sustainability, i.e. additional sources of income to assist with future running costs.
8. If your organisation is a branch of a larger organisation, it should have a separate committee, constitution and bank account and a specific brief for activities benefiting the community of Billingham.
9. Loan repayments, rent, rates, council tax or utilities, insurance costs (other than public liability insurance), projects with high ongoing maintenance costs (unless you can demonstrate the funds/skills to maintain them in the future), religious or political groups (unless unrestricted community benefit can be demonstrated), activities that are part of statutory obligations, activities that predominantly support people outside of Billingham, projects that have already been completed or items already purchased will not be funded.
10. Applications for subsidies can be made between 1st April and 31st August. All eligible applications will be considered as part of the budget setting process which takes place between September and January.

The deadline for subsidy funding for the three year period 2021/22 to 2023/24 is close of business on 31st August 2020.

- 11.. All applicants will be invited to the November Finance and General Purposes committee meeting to give a presentation on the purpose of the subsidy. Non attendance may result in an application being declined.
12. All applicants will be notified of the outcome of their application in February, all successful applicants will be paid at the start of the next financial year. Applications will be assessed and decisions taken regarding the amount of any grant award by the committee based on the available budget, the information provided, the benefit to the community and the sustainability of the project/organisation. Funding will be paid by cheque within a month of the meeting.
13. If there is a serious breach of the terms and conditions, if the group ceases to operate before funds have been spent, or if a project does not proceed as planned, the funding will have to be repaid.

14. Subsidies must only be used for the purpose set out in the application and must be spent within the financial year in which they are awarded. If the organisation is unable to use the money, or part of it, for the purpose stated, then all unspent monies must be returned to the Council, unless a dispensation is granted.

Anyone found to be acting dishonestly in making the application or in spending the grant for purposes other than those agreed will be reported to the police and prosecution may follow thereafter.

15. All applications will be considered by the relevant committee, where decisions are made to approve or refuse applications. The amount of subsidy funding to be approved may be less than the amount requested. Meetings are open to members of the public and press, with meeting minutes and associated papers published on the Town Council's website.
16. A subsidy may only be used for the purpose set out in the application form and it cannot be given to any other group.
17. A satisfactory annual report must be provided to the Town Council's Finance and General Purposes Committee for scrutiny prior to any further subsidy being paid. The Town Council has the right to withhold any subsidy if the aims, objectives and targets have not been achieved.
18. Recognition of any subsidy made by the Town Council must be made in any publicity and in the group's accounts.
19. The Town Council will ask you to attend the November meeting of the Finance and General Purposes Committee and/or to attend a publicity event.
20. The Town Council reserves the right to amend any policy, procedures and assessment criteria at any time.
21. The Town Council reserves the right to withdraw the subsidy at any time without notice if the criteria is not met.
22. Any organisation in receipt of a subsidy may be appointed at least one Town Councillor as a nominated representative, to attend the group's committee meetings and act as an observer and link to the Council.
23. All decisions on subsidies made by Billingham Town Council are final and non-negotiable.

GUIDANCE ON COMPLETING THE SUBSIDY APPLICATION FORM

Question No.	Question	Guidance Notes
1-11	Organisation Details	<p>Please ensure you have completed all fields and provided accurate contact details for the main contact person.</p> <p>Organisations must be non-commercial and primarily serve the people of Billingham.</p> <p>Organisations must have a constitution or agreed set of rules. If your organisation is affiliated to a larger or national organisation, please confirm whether accounts are held separately. If your organisation works with children or vulnerable adults, please confirm that relevant safeguarding policies are in place.</p>
12	Independent Referee	<p>This should be someone who is familiar with the organisation/individual and/or project, but is not a member/representative of the organisation. Referees will only be contacted if deemed necessary.</p>
13-15	Financial details and amount of grant funding requested	<p>Please provide as much information as possible. Priority will be given to those which can demonstrate their own fundraising activity, additional sources of income for the project and/or a contribution in kind.</p>
16-17	Project Details	<p>Please tell us clearly and concisely the nature of the project/activity and how you anticipate any grant funding will be used. How will success be measured?</p> <p>Projects should demonstrate a clear benefit to the residents of the parish.</p> <p>Priority may be given to projects or activities which will benefit a significant number of residents or which support the Town Council's aims and aspirations for the Town.</p> <p>Please note that projects or activities cannot be funded retrospectively.</p>
18-20	Supporting documents	<p>Please ensure you enclose the required documentation with your application, or an explanation as to why these cannot be provided. Accounts may be draft if not yet audited.</p>
21-28	Declaration and Signature	<p>The main contact person for the application should initial each point and sign below. The Town Council should be recognised in the organisation's accounts and in any publicity concerning the project.</p> <p>A report on grant expenditure should be provided back to the Town Council within 12 month of receiving the funds. The organisation may also submit its Annual Report and accounts, where appropriate.</p> <p>By signing, you give permission for the Town Council to retain and use the information</p>

		<p>provided.</p> <p>By signing, you acknowledge that you have read and understood this guidance and the policy. We recommend that the applicant keeps on file a copy of these guidance notes for future reference.</p> <p>Grant funding application forms will go out in the public domain and will be discussed as part of the agenda for the Finance and General Purposes Committee. All signatures and personal information will be redacted.</p>
--	--	--

Should you have any queries not answered above please contact Billingham Town Council on 01642 551171 or email the Town Clerk at townclerk@billinghamtowncouncil.co.uk

SUBSIDY APPLICATION FORM

This application form may be used for subsidy applications for the three year period 2021/22 to 2023/14. Please refer to policy and guidance notes when completing this form.

SECTION 1: ORGANISATION AND APPLICANT DETAILS		
1.	Name of Organisation/Individual.	
2.	Name and address of contact for this application.	
3.	Telephone number/s of contact for this application.	
4.	Email address of contact for this application.	
5.	Status of organisation (if registered charity, please include number).	
6.	How long has the organisation been established?	
7.	Brief description of purpose of organisation.	
8.	Are you part of/affiliated to a larger organisation?	
9.	How many members do you have that reside in Billingham?	
10.	Is there an annual subscription/membership fee?	
11.	Please provide contact details for another senior member of your organisation.	
12.	Please provide contact details for an independent referee.	
If your organisation has a constitution or set of agreed rules, please enclose a copy with this application form.		

SECTION 2: FUNDING

13.	Annual Funding requested?	
14.	What other sources of funding/income contribute to the organisation/project?	
15.	Does the organisation have its own bank account with a minimum of 2 signatories?	

Please include with your application:

- Accounts for the last two year (draft accounts will be accepted if not yet audited);

SECTION 3: PROJECT DETAILS

16.	<p>Please briefly describe the project, including:</p> <p>Where it will take place?</p> <p>How the community of Billingham will benefit?</p> <p>How the project supports the community?</p> <p>How you have identified the need for this project?</p> <p>How you will assess the success of the project?</p> <p>How do you anticipate the</p>	
-----	---	--

	<p>grant funding would be used?</p> <p><i>(If necessary, please supply further details on a separate sheet of paper).</i></p>	
17.	How many people in Billingham do you expect to benefit directly from the project?	

SECTION 4: CHECKLIST Please enclose the following with your application:		
18.	Two years of accounts	
19.	Organisation's constitution or set of rules	
20.	Any other relevant supporting information regarding the project	

SECTION 5: SIGNATURE AND DECLARATION Please initial next to points 21- 28 and sign below to acknowledge the terms and conditions of submitting this grant application.

No application will be considered unless this section is completed in full and signed by the contact person named in question 2.

21.	I declare that the information given is correct to the best of my knowledge and that any funds received will be used solely for the purpose detailed on this form.	
22.	I understand that the documentation supplied will not be returned and may be available for public scrutiny.	
23.	I agree that the grant will be returned if the specified project cannot proceed.	
24.	I agree that, if successful, details of the project may be published by the Town Council	
25.	I agree to supply a report back to the Town Council within twelve months regarding the expenditure of any subsidy funding (for each of the three years of funding).	
26.	I confirm that I have authorisation to apply for a subsidy on behalf of the organisation.	
27.	I understand that the information provided on and with this application will be used by the Town Council to judge whether or not to award a subsidy and that this decision will be made at a meeting that is open to the public.	
28.	I confirm that I have read and understood the Grant and Subsidies Policy and guidance notes issued by the Town Council.	

Name of Contact _____

Role in Organisation _____

Signature _____

Date _____