



Seaton Valley Council

A Community Council

Community Grant – Criteria, Guidance and Application Form

Introduction

Seaton Valley Council has a Community Grant Scheme that allows organisations and community groups to apply for grants to help fund activities, events, projects, equipment or even to help start a new group.

All applications for grants will be considered by the Full Council.

Eligibility

The Community Grant scheme is open to voluntary and community groups or not for profit organisations that are based in or serve the community of Seaton Valley.

Groups submitting applications should be able to show that they have a recognised structure that demonstrates who is responsible for running the organisation. Organisations must be either:

- a constituted group
- a registered charity
- a Charitable Incorporated Organisation (CIO) or
- a Community Interest Company (CIC).

New groups or organisations can apply providing that they aim to meet the criteria above.

An organisation applying for a grant must have a bank account with at least two signatories.

Organisations must have no restrictions on membership.

Grants will not be considered for political or religious activities.

Who Cannot Apply

Applications will not be accepted from:

- Businesses or other for profit organisations
- Individuals
- Schools or
- Other Town or Parish Councils.

Maximum Grant

Grants will normally be limited to £500. Applications for higher amounts will be considered by the council if exceptional benefit to the Seaton Valley community can be demonstrated.

If the application is part of a larger overall scheme or project, applicants must be able to demonstrate that the other funding is secured prior to the release of any agreed council funding.

Grants will not be paid for items of expenditure that has been incurred prior to the grant approval.

How to Apply

Applications should be made on the enclosed application form and be sent to:

Seaton Valley Council, 20-22 Astley Road, Seaton Delaval, Northumberland, NE25 0DG.

Or email: engagement@seatonvalleycommunitycouncil.gov.uk

Conditions of the Grants

- Grants will not be awarded to individuals. Organisations must submit an appropriate constitution or governing document. New groups must supply a membership list with their application.
- All applications will be judged on their merits.
- Applications will only be considered by organisations that have no restrictions to membership.
- Applications must demonstrate that the group is in need of financial assistance and should provide full details of what the grant will be used for.
- Applicants must demonstrate the clear and identified benefits the grant will give the community in Seaton Valley.
- Grants must be agreed in advance and will not be made retrospectively.
- Grants will be paid in the name of the applicant organisation and will not be paid into individual's bank accounts.
- Applicants receiving the grant must acknowledge the assistance provided by Seaton Valley Council in all publicity material relating to that grant. The council's branding logo's can be supplied for advertising purposes.
- After six months of receiving the grant, organisations must demonstrate how the grant has been spent and publicised by supplying copies of receipts and publicity to the council.
- Seaton Valley Council reserves the rights to recover any amounts given and / or moveable equipment purchased should these conditions not be fulfilled; or the grant was not used for the purposed specified, or the organisation to which the award was made ceases to exist.

Community Grant – Application Form



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Please complete all of the sections and sign and date the declaration at the end of the form. You can attach additional information if required.

Please send completed applications by post or email to:

Seaton Valley Council
20-22 Astley Road, Seaton Delaval, Northumberland, NE25 0DG

Email: engagement@setonvalleycommunitycouncil.gov.uk

Name of Organisation:	
Contact Name:	
Position in Organisation:	
Correspondence Address:	
Telephone Number:	
Email Address:	

Please tell us the background to your organisation:

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Purpose of the Grant and total cost of the scheme:

Amount of Grant Requested:

£

Please give details of what you want the money for and how it will benefit the Seaton Valley Community:

Date Grant Required (if applicable):

Have you received Grants or applied for funding from other bodies?
(If you have please include the sources and amounts of funding requested and the status of your application):

Declaration & Checklist

I apply for a grant on behalf of the above organisation and declare that:

- I, on behalf of _____ have read and understand the conditions under which the grants are made.
- I, on behalf of _____ recognise the conditions under which the grants are made and confirm that, if successful in this application, I and the organisation will abide by them.
- I enclose a copy of the Constitution, Governing Document or Membership List for the organisation.
- I enclose a copy of the most recent annual financial statement of the organisation or if a new organisation a copy of the most recent bank statement.
- I enclose copies of estimates to which the application applies (if applicable).
- I understand that Seaton Valley Council reserves the right to recover any amounts given should these conditions not be fulfilled, the grant is not used for the purpose specified or the organisation ceases to exist.

Signed: _____ **Date:** _____