



MELTHAM TOWN COUNCIL SMALLER GRANTS SCHEME APPLICATION FORM

All Associations and voluntary bodies within the Meltham, Wilshaw and Helme area wishing to apply for a Grant for the current financial year should complete this application form and return it to:

Clerk to the Council
Meltham Town Council
The Carlile Institute Business Hub
Meltham
HD9 4AE

Email: Townclerk@melthamtowncouncil.gov.uk

Please note that this application will be held in a public discussion at the next available Full Council meeting, any financially sensitive information will be discussed in private. If you wish to present your case for grant approval, you will be required to do so during the 15-minute public question time at the beginning of the meeting. When your item is being discussed please do not interject unless Council have asked you a question.

There is a limited budget for grants each year – if you would like to discuss this before making your application, please email the Clerk

CRITERIA

- You should have a definite project that requires financial support from the Council.
- Any grant request over £500.00 requires the applicant to be in attendance or the application will be deferred to a later meeting.
- Grants are NOT given to individual people.
- Retrospective funding is not allowed, i.e. do not request a grant for something that has already been purchased.
- The maximum grant per organisation is £2,000.00 per year.
- The grant must directly benefit residents of the Parish of Meltham, i.e. Meltham, Wilshaw and Helme.
- The completed application form must be sent to the Clerk to the Council. Incomplete applications may not be accepted – PLEASE CHECK your application carefully and ensure that you have enclosed all documents requested, e.g. bank statements, accounts etc.

- You will be required to provide proof of purchase / use of the money
- You are asked to provide a small report stating how the funds have helped your organisation together with photographs if applicable and this may be included in the Town Council's Newsletters and Website.

In applying for a grant to Meltham Town Council you agree to comply with the above criteria.

NOTE

There are other organisations that may be able to assist you with your request for funding and just because you have applied to Meltham Town Council this doesn't mean you can't apply elsewhere. Try www.kirklees.gov.uk and search on 'funding' and 'grants'.

SMALLER GRANT APPLICATION TO MELTHAM TOWN COUNCIL

Name of Organisation	
Please provide contact's name and address and telephone number.	
What is the specific project that you are requesting financial support for?	
How much money are you asking Meltham Town Council for?	
How much money is your organisation going to contribute to the project?	
Who will benefit from it?	

Please provide an up-to-date balance sheet and a copy of your latest bank statement.

If your balance sheet shows a substantial credit please explain why you need this grant.

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Please tick if you have enclosed your balance sheet.

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Please tick if you have enclosed your bank statement.

FOR COUNCIL USE ONLY

Date of Meeting

Minute number

Grant Approved

If rejected – reason why