

# PETWORTH TOWN COUNCIL

## TERMS AND CONDITIONS FOR GRANT APPLICATIONS

General criteria – these apply to all applications:

- (1) Each application to be considered on its merit; the amount of grant will be at the discretion of the Town Council but will not normally exceed fifty per cent of the approved cost.
- (2) The purpose for which the grant is made must be in the interest of Petworth or any part of it or all or some of the inhabitants of Petworth. Petworth is defined by the boundaries of the Parish. The benefit to the area or inhabitants must be proportionate to the expenditure. Groups within the Town Council's area may apply; those outside the Town who can demonstrate direct benefit will be eligible to apply for consideration by the Committee.
- (3) Organisations and groups will be expected to contribute some of their own funds to the project although a set percentage has not been agreed.
- (5) The Town Council will endeavour to treat similar projects equitably.
- (6) The Committee will take into account any previous grant made to an organisation or group when considering a new application.
- (7) At the discretion of the Town Council any organisation or group with permanent bar facilities in operation may be excluded.
- (8) No grant to be payable to or for any commercial venture for private gain.
- (9) Retrospective applications will not be funded.
- (10) The Town Council cannot give financial assistance to individuals under this scheme.

### Conditions

- (1) All grants will be conditional upon submission of the latest Accounts, and supporting documentation detailing costs of capital expenditure, project or events for which funding is being sought.
- (2) (a) Recipients of grants from the Town Council may be required to attend a meeting of the Town Council to inform Members how the grant has been expended.  
  
(b) All grant recipients are requested to provide the Town Council with a brief report, including Photographs if appropriate, of how the grant has been utilised, how it has assisted the organisation or group and what it has achieved; and such report may be published on the Town Council's website; this should be submitted within two months of purchase of the capital equipment, or completion of the project or event for which the funding was awarded.
- (3) If the grant is put to purposes other than those for which it was awarded without the prior approval of the Town Council, the recipient organisation or group will be required to repay the grant to the Town Council.
- (4) The organisation or group should supply such information as the Town Council may request regarding the impact of the project on the Town Council's area.
- (5) Recognition of the grant from Petworth Council must be made in any publicity.

## How will the application be assessed?

- (1) How well the grant will meet the needs of the community, providing positive benefit to the inhabitants
- (2) How effectively the group will use the grant
- (3) Whether the proposed costs are appropriate and realistic
- (4) What level of contributions has been, or will be, raised locally
- (5) Whether the organisation or group could reasonably have been expected to obtain sufficient funding from another, perhaps more appropriate, source
- (6) How the organisation or group is managed.

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Current at January 2014.