

# Yeovil Town Council



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BA20 1PQ

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## Yeovil Town Council Small Grant Assistance (below £2,500) to Local Organisations

Each year, Yeovil Town Council makes a limited sum available to help support local community and voluntary organisations. The Council wishes to see such organisations flourish and develop in the Town and grant assistance helps to achieve this objective.

The attached notes will help you establish whether your Organisation is eligible to be considered for a grant, and if so, how to apply. They also explain what additional information you need to provide with your application and how any financial assistance given will be paid.

Please read these notes before you complete the enclosed application form and make sure all necessary information is submitted along with your application.

Please print clearly on the application form to make sure it can be easily read. Alternatively, you may complete an electronic version, details of which are available on request.

All applications received will be acknowledged in writing within 7 days. If you do not receive written confirmation within this time, please contact the Finance Officer.

Many thanks

A handwritten signature in black ink, appearing to read 'Amanda Card', written in a cursive style.

Amanda Card  
Town Clerk

## Important notes to help you complete the application form

### Additional Information

- A copy of your Organisation's latest audited accounts and balance sheet should accompany the application. In the case of smaller organisations, a recent income and expenditure statement certified by a qualified accountant should be submitted instead. Where such statements have not been certified, they must be signed by two persons from within the organisation who have been appointed to act as auditors. Applicants who are not in a position to provide this supporting financial information must outline the reasons.
- Grants over £1,000 will only be made where an acceptable business plan has been prepared - which sets out how the organisation intends funding its activities over the next three years (or, in the case of large grants for one-off events, for the event itself). The business plan must accompany the completed application form.
- Please feel free to send any other relevant information along with your completed application form.
- The following other local authorities in the Yeovil area also operate grant assistance schemes:

*Brympton Parish Council  
South Somerset District Council  
Yeovil Without Parish Council*

### Eligibility

Grants will not be made:

- to organisations situated outside the area administered by Yeovil Town Council unless a clear benefit to the inhabitants of the Town can be established. In such cases, supporting information demonstrating the level of benefit must be provided.
- to organisations that are socially exclusive ie where there are unreasonable restrictions on membership inconsistent with equal opportunities.
- to organisations established for political purposes.
- where the aims and objectives of the organisation are inconsistent with the values of the Town Council as set out overleaf.

### Additional conditions

- Grants can only be paid for a single year and a second application is not allowed for the same project/purpose within three years of the organisation having previously received financial assistance from the Town Council.
- Successful applicants will be required to provide a written report to the Town Council within six months of receiving a grant award explaining how the grant has been used. In addition, successful applications must mention the receipt of grant assistance on the organisation's letterhead as soon as practicable. Organisations with premises will

also be required to fix a suitable plaque in a prominent place within its building mentioning the support given by the Town Council.

- Organisations receiving financial assistance will be given a letter of authority by the Town Council indicating the award made and its purpose. This will enable the goods/services to be ordered. A cheque in the sum of the award will be released upon production of an original invoice for the goods/services. Alternatively, organisations may make arrangements for the Town Council to be invoiced direct. These arrangements will not apply where assistance is given towards running costs.

## **Yeovil Town Council**

### ***Values***

The Council believes in:

- **Promoting the well-being of the Town and its people**

This includes respect for people and places, creating a sense of belonging which is so vital to the well-being of all the people in Yeovil, raising awareness of environmental issues, improving the quality of the environment and encouraging an environmentally friendly ethos.

- **Helping people to help themselves**

The Council will help generate local ideas and responses to address local needs; the Council may trigger and nurture ideas itself but, in addition, it will help people to organise and act to sort things out for themselves.

- **Involving others and working in partnership**

We can only understand, learn and respond effectively to the range of problems and issues faced by local communities through partnerships and involving others in the process; in so doing, we will explore new ways of working and expect to draw on help in kind and other resources from a wide range of organisations, groups and individuals.

- **Equality and fairness**

Like most growing towns, Yeovil is becoming a more diverse place and we welcome the richness and variety this development brings. It is important that all citizens get equal access to the Council and are treated fairly. We will encourage everyone to participate in the decision making process, and will consider all representations made and viewpoints put forward in making decisions and acting on behalf of the community.

- **Being approachable, welcoming, open and honest**

The way in which we work helps to build understanding, trust and confidence in those we work with and for; whatever decisions we reach, we hope that all those involved in the process will support the approach we follow.

- **Simple, commonsense approaches and solutions**

Although we need to recognise the complexity of today's issues, we must also offer value for money and be efficient so that scarce resources can be channelled to where they are most needed.



**Yeovil Town Council**  
**Application for Small Grant Assistance**  
**(below £2,500) to Local Organisations**

**Details of Organisation**

|      |   |
|------|---|
| Name | Registered Charity? Yes/No<br>(If yes, please give registration number) |
|------|---|

**Details of person applying on behalf of the Organisation**

|                          |         |                |
|--------------------------|---------|----------------|
| Name                     | Address | Tel No         |
| Position in Organisation |         | E-mail address |

**Aims and objectives of the Organisation**

Please list the aims and objectives of your Organisation and how these are currently achieved

**Benefit to Yeovil Town**

Please describe how your Organisation helps to benefit the people of Yeovil Town - include supporting information as necessary

**Purpose of grant sought**

Please note that retrospective applications will not be considered

**Amount of grant sought**

You must indicate how much money you are seeking from the Town Council. Applications not specifying an amount will not be considered.

| <b>Outstanding grant applications</b>  |      |
|--|------|
| Please give details, including amount(s), of any outstanding applications for financial assistance from other sources  |      |
| <b>Details of any grants received from Yeovil Town Council in the past <i>five</i> years</b>                           |      |
| Please include amount(s)   |      |
| <b>Details of any other grants received from other sources in the past <i>five</i> years</b>                           |      |
| Please include amount(s)   |      |
| <b>Current size of membership of Organisation</b>  |      |
|  |      |
| <b>Present cost of annual subscription/fees</b>  |      |
|  |      |
| <b>Entry Requirements</b>  |      |
| Please give details of any entry requirements to joining your Organisation   |      |
| <b>Details of other fundraising activities</b>   |      |
|  |      |
| <b>Reasons for not providing supporting financial information (where applicable)</b>                                   |      |
|  |      |
| <b>Declaration</b>   |      |
| I declare that the information I have provided in this application is, to the best of my knowledge, accurate and true. |      |
| Signed   | Date |

Completed applications and accompanying documents should be sent to:

**Finance Officer  
Yeovil Town Council  
Town House  
Union Street  
Yeovil  
BA20 1PQ**

| <b>For office use</b>                 |  |
|---------------------------------------|--|
| <i>Application checked</i>            |  |
| <i>Application acknowledged</i>       |  |
| <i>Date of Committee Meeting</i>      |  |
| <i>Application decision (Y/N)</i>     |  |
| <i>Applicant notified of decision</i> |  |