Howden Town Council

Grant Policy for Applications for Financial Year 2027/2028

Appendices - Appendix A – Grant Application Form

1 Introduction

1.1 Howden Town Council has the power (under various sections of the Local Government Act 1972) but not the obligation, to make grants available to local community, voluntary and not-for-profit groups in the parish of Howden. All grants are for the financial year following the year of application.

1.2 Howden Town Council is funded by the residents of the parish through a charge on the Council Tax collected by East Riding of Yorkshire Council. It has, therefore, only limited funds available to assist groups who must demonstrate they are working for the benefit of the Howden community in an inclusive manner.

1.3 Grants will be distributed by the Town Council in a fair and equitable manner to reflect the value and contribution of the organisation to the local community. Only applications that have all the required supporting documents will be considered.

2 Aims of the Grant Making Programme

2.1 The Town Council will provide grants to support the following aims:

a) To enable residents of Howden to participate in voluntary groups and activities
b) To help the town's voluntary groups improve their effectiveness
c) To support organisations which meet the needs of local people experiencing social exclusion or economic difficulties
d) To ensure there is equality of access and opportunity for all residents of Howden to the services it provides and funds
e) To improve or enhance the local environment in the parish of Howden.

3 Who Can Apply

3.1 Grants will only be considered for groups and organisations operating within the parish of Howden which are able to demonstrate a need for financial support to benefit the local community and/or are providing a service in the parish.

4 Activities that Will Not Be Supported

4.1 The following will not be considered for support:

a) Applications by individuals.
b) Regional or national organisations, unless they are for a specific project benefitting Howden residents.
c) Commercial organisations
d) Purposes for which there is a Statutory Duty requiring other local or central government departments to fund or provide
e) Political parties
f) Activities of a predominantly religious nature
g) Salaries of staff

5 Conditions of Awards

5.1 The following conditions will apply to all applications:

a) The grant must be used for the purpose for which the application was made and must be spent within the financial year it has been awarded in. For this year's purposes this means between April 1st 2027 and March 31st 2028.

b) If the group is unable to use the award for the stated purposes, all monies must be returned to Howden Town Council or a request for change of use from the Town Council.

c) All awards must be properly accounted for, and evidence of expenditure should be supplied to the Council with a full breakdown of monies spent, no later than two months after the end of the financial year the grant was awarded for. Howden Town Council reserves the right to request a refund of any or all monies awarded if it is dissatisfied with the information provided. If this information is not provided within the terms requested, then a grant will automatically be refused the following year.

d) The awarding of a grant should not be seen as an ongoing commitment

e) A fresh application, on the Town Council provided application form, is required each year

f) Only one application is permitted per organisation per year

g) Howden Town Council reserves the right to discontinue the Grant Programme at any time

h) Acknowledgement of the grant must be made by the group in receipt of the monies ie logo used on merchandise, note on website, sign on grounds etc

i) All successful recipients must send a representative from their organisation to present at the Annual Town Meeting in the May, following conclusion of the financial year the grant was awarded in, to explain how the grant has been spent.

6 **Application Process**

6.1 Applications will only be considered when:

a) They are made on the Town Council's approved application form
b) They are accompanied by details of the Group's Constitution and Management Committee
c) The form has been signed by an appropriately authorised person (eg Chair, Secretary or Treasurer on behalf of the organisation)
d) Estimates, competitive quotations and specifications should be included if appropriate
e) They are accompanied by a copy of their latest accounts
f) Details of the organisation's accounts have been provided confirming they hold a separate bank account controlled by more than one signatory
g) Details of the group's membership, both within and outside Howden, have been noted on the application form to demonstrate the benefit of the group to Howden residents
h) They have demonstrated what active steps have been taken to encourage engagement from all sections of the Howden community.
i) There is a management plan/long term plan/business plan attached

Any application form received which meets Howden Town Council's Grant Conditions will be considered after the published deadline.

Appendix A

Howden Town Council

Grant Application Form

Please refer to the Grants Policy to assist you with this form:

Date of Application:	**Reference Number:** (office use only)
Name of Organisation:	**Contact Number:**
Project Title: (in one sentence describe your project):	
Name of Applicant:	
Address of Organisation: **Postcode:**	
E Mail Address:	

What type of organisation are you: **Unregistered community group/club/society** **Registered charity** **Charity Number:** **Other (please state) _____**			
Do you have a Constitution or a set of rules? (please provide a copy of your constitution) **Yes** **No**			
VAT Number: (if applicable)			
Total Cost of Project:	**£**	**Grant Requested:**	**£**
Bank Details: **Bank Account Name** (as it appears on your cheque book):	**Account Number: Sort Code:**		
Are you part of a larger organisation? If yes, please give details	**Yes** **No**		

Short description of the project and how the project meets the Council's Grant Criteria outlined in the Grant Policy.

What are the projected outcomes of your project? (for example, how many people will take part) What are the projected outcomes of your project?

ABOUT YOUR ORGANISATION

How long has your organisation been operating?

How many trustees, volunteers and service users are there in your organisation? What is the main activity of your organisation?

If your group is being set up or has been running for less than one year, applicants must provide a personal or professional reference. You must also provide a copy of your latest bank statement with a statement of income and expenditure or other financial information which indicates your financial position.

Business Reference:	Personal Reference:

Please supply details and costings (Attach separate sheets if required)

Budget: This budget should be for the **total cost** of the activity you are applying to do. Please be as accurate as you can, as you may be asked to explain any amount which is unclear. Attach a separate budget sheet if you have done this work already. Please also provide quotations for the proposed items of expenditure you may use.	
A Expenditure items	**Cost (£)**
B Total Expenditure (must be total of A above)	**£**
C Other Income Sources (state from whom, and whether confirmed)	**Total £**
From your own resources (including public fundraising)	
D Sum requested from Howden Town Council	**£**

E Total Income (must be sum of C & D above) and equal to figure in B	**£**
When will the project commence?	
When will the project finish?	
Please attach any other relevant information that you may think is appropriate for this project, eg insurance cover, DBS Certificates, health and safety issues, planning permission received, quotations from suppliers and any other relevant information to support your application.	
What promotion can Howden Town Council expect to receive from this project?	
Howden Town Council will ask to see evidence that the grant has been used in a manner for which it was intended. Do you agree to provide such evidence? Yes No	

Signature of Applicant:		**Date:**	

Checklist - Please enclose the following with your application. We will only process your application once we have received them.

Full and complete copies of your signed, certified and audited latest Annual Accounts (If your organisation is less than 12 months old, please provide your latest bank statement with a statement of income and expenditure or other financial information which indicates your financial position. You are also required to supply one personal or professional reference).

Copies of your organisation's constitution or set of rules

Copies of two written estimates/quotes if you are applying for a grant for equipment/capital item

Business/Management Plan

FOR INTERNAL OFFICE USE ONLY									
1.	Date application received:								
2.	Application meets criteria:		Yes		No				
3.	Refer to Finance Committee on:								
4.	Reference checks satisfactory?					Yes		No	
5.	All Supporting Documents?	Yes		No		Reason for Rejection:			
6.	Chief Officer's Signature:					Date			

The closing date for this year's applications is Friday December 4th 2026 at noon.
To be returned to Sarah Boggitt at Howden Town Council, 17 Bridgegate, Howden, DN14 7AE or by email clerk@howden-tc.gov.uk