

# SOUTHWOLD TOWN COUNCIL



Town Hall  
Southwold  
IP18 6EF

## **Applications for Financial Support from Local Organisations**

### **Grant/ Donations Policy.**

Southwold Town Council normally budgets a sum of money each year to provide financial support to organisations undertaking activities for the benefit of the residents of Southwold.

Generally, grants are made for capital or special projects that will benefit the community of as a whole, although in exceptional circumstances, funding is available to assist with revenue, or day to day running costs of an organisation.

1. Applications can only be accepted from bona fide organisations undertaking activities benefiting residents in the Town of Southwold and not from individuals.
2. Applications must demonstrate that the applicant organisation is providing funding of its own (either financial or in kind).
3. The amount of any donation or award, would normally be to a maximum of £250 per award, but this shall be at the discretion of Southwold Town Council.
4. Normally an organisation may receive a grant or award for not more than one project or activity in any one year period, but this is at the discretion of Southwold Town Council.
5. An organisation that has received funding and subsequently fails to complete the project or activity for which the grant was made, or fails to meet any of the conditions imposed, shall return all monies received to Southwold Town Council.
6. All decisions made by Southwold Town Council on any matters relating to donations, grants or awards are final.

### **Donations Application Form**

Please complete the attached form and submit it with your application.

All applications must be in writing and addressed to the Town Clerk.

An up to date set of accounts must accompany this application\* (\*if applicable - please telephone the Town Clerk if unsure). If not presented, then your application may not be considered.

Kind regards

Lesley Beevor  
Town Clerk  
***Application Form***

		Details Attached Yes / No		If No – please provide explanations.
<b>Background information</b>	Purpose			
	Charity			
	Membership size of group			
	Activities			
	Last 2 years Audited accounts			
	Funding sources			
<b>Project description</b>	Activity			
	Outcomes / objectives			
	Timescale			
	Target dates			
	How activity benefits Southwold			
	Who benefits			
<b>Project Finances</b>	Total Cost			
	Itemised expenditure			
	Matched funding (financial or in kind)			
	Any Partnership Funding			
	Any other Funding			

Please tick the appropriate boxes answering all queries and return this form with the requested information. Should you have any queries please contact the Town Clerk on 01502 722576 prior to your request being submitted.

Please return to: Town Clerk, Town Hall, Market Place, Southwold or e: mail [townclerk@southwoldtowncouncil.com](mailto:townclerk@southwoldtowncouncil.com)

Name of Applicant Organisation .....

Address:.....

.....

Contact Name .....

Tel.No. .... Email address: .....