



# BLANDFORD FORUM TOWN COUNCIL

## GRANTS CRITERIA

Blandford Forum Town Council makes grants annually to charitable and voluntary organisations under statutory provisions and subject to the limits imposed by legislation. In determining its priorities the Town Council has therefore agreed that the following criteria must be met before a grant can be awarded.

1. The organisation must benefit the Blandford Forum community and priority will be given to applications:
  - That improve the quality of life for Blandford Forum residents
  - That support the viability of small Blandford Forum based groups
  - That clearly demonstrate financial need
  - For projects that increase the economic viability of Blandford Forum
2. Applications from national or international organisations may be considered provided they can demonstrate that the grant will be used specifically for Blandford Forum residents.
3. The Town Council will on occasion support an organisation with a grant in consecutive years.
4. Grants will not normally be approved for services that are the responsibility of another statutory authority.
5. Applications for grants will only be considered if they are submitted on the appropriate forms and accompanied by the most recent set of accounts together with project details and a business plan where appropriate.
6. The Town Council will advertise locally from the date of the Annual Town Assembly in April requesting grant applications are returned by the end of May. Groups should not be discouraged to apply outside this timescale as applications will still be considered. However, applicants should be aware that there could possibly be a lack of funds available in the Grants budget at the time of submitting a late application.
7. At the end of the financial year the Town Council may monitor any organisation receiving a grant in order to be assured that the grant has been spent in the way that it was intended i.e. by inspecting audited accounts, invoices, receipts etc.
8. The payment of grants will be made as soon as practicable after the July Town Council meeting.
9. Any grant not used by the end of the financial year for which it was awarded will be returned to the Town Council.
10. If an organisation/group's excess of income is used to distribute profit back into the local community it may be that a loan from the Town Council would be more appropriate.
11. Grants will not be accepted retrospectively, except in exceptional circumstances.

Twinned with Preetz, Germany



Town Clerk's Office  
Church Lane, Blandford Forum  
Dorset DT11 7AD



Twinned with Mortain, France



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## APPLICATION FOR A GRANT

<b>Name of Organisation</b>	
<b>Registered Charity Number (if applicable)</b>	
<b>Contact Name</b>	
<b>Address</b>	
<b>Daytime Telephone Number</b>	
<b>Email Address</b>	
<b>Purpose of Organisation</b>	
<b>How many members/clients are Blandford Forum residents?</b>	
<b>Amount Requested</b>	
<b>Purpose of Request</b>	
<b>How many Blandford Forum residents will benefit directly?</b>	
<b>Any further relevant information</b>	
<b>Signed:</b>	<b>Dated:</b>

**I enclose (delete as applicable):**

1. Last set of accounts
2. Project details/business plan
3. Supporting papers

**Please return this form together with attachments to:**

Blandford Forum Town Council  
Town Clerk's Office, Church Lane  
Blandford Forum, Dorset DT11 7AD

**Applicants will be notified of the success of this application in due course.**