BLANDFORD FORUM TOWN COUNCIL

GRANTS CRITERIA

Blandford Forum Town Council has an annual grants budget available to charitable and voluntary organisations, throughout the financial year, 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. Grant applications must benefit Blandford Forum residents and demonstrate a clear financial need.

2. The Town Council does not normally support an organisation with a grant in consecutive years.

3. Applications for grants will **only** be considered if they are submitted on the appropriate form and accompanied by the most recent set of accounts[1] together with a business plan, project details and any supporting documents.

4. 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.

5. Successful grant applicants are encouraged to attend the Annual Town Assembly meeting to feedback to Councillors how their grant has been spent.

6. A grant application is considered by all Councillors at a Town Council meeting, which is held in open session. The payment of grants will be made as soon as practicable after the Town Council meeting.

7. Grants will not be accepted retrospectively, except in exceptional circumstances.

8. As part of its Climate Change and Biodiversity Action Plan, the Town Council has launched Green Grants for community groups wishing to start up an environmental initiative. Available are two match funded grants at £500 each per year.

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

LOCAL COUNCIL AWARD SCHEME QUALITY GOLD

EMPLOYER RECOGNITION SCHEME
BRONZE AWARD
Proudly supporting those who serve.

Twinned with Mortain, France

Tel: 01258 454500 • Fax: 01258 454432
Email: admin@blandfordforum-tc.gov.uk
www.blandfordforum-tc.gov.uk

[1] If you are a new organisation and do not yet have a set of accounts, please ensure you include a business plan.

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APPLICATION FOR A GRANT

Name of Organisation	
Registered Charity Number (if applicable)	
Contact Name	
Address	
Daytime Telephone Number	
Email Address	
Purpose of Organisation	
Amount Requested	£
Is this a Green Grant? Delete as appropriate	Y/N
Purpose of Request	
How many Blandford Forum residents will benefit directly?	
Any further relevant information	
Signed:	**Dated:**

I enclose (delete as applicable):

1. Last set of accounts[2]
2. Business plan
3. Project details
4. Supporting documents

Please return this form together with attachments to:

The Town Clerk, 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.

[2] If you are a new organisation and do not yet have a set of accounts, please ensure you include a business plan.

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BLANDFORD FORUM TOWN COUNCIL

FREE VENUE HIRE CRITERIA

From 1st April 2020, Blandford Forum Town Council will consider free venue hire requests separately from any grant application. Applications for free hire will be considered by the Chairman of the Finance & Staffing Committee, the Town Clerk and the Bookings Receptionist, subject to the following criteria:

1. Free venue hire will be considered for any activity.
2. Applicants must be a charity or not for profit organisation.
3. Events/productions must be free or low cost and appeal to the community.
4. Applications will be dealt with on a first come, first served basis.
5. Regular, paying hirers will not be cancelled or relocated to accommodate a free hire, unless there are exceptional circumstances approved by the council.
6. Any application approved will be worth no more than £300 of venue hire.
7. The £300 is per year (financial or annual) and anything over this amount will be taken to an appropriate meeting for approval.
8. Instead of free hire, you may be offered a discount of 25%, 50% or 75%.
9. Successful applicants will not receive any cheque/cash payment.
10. If your application is unsuccessful and you would like to appeal the decision, please inform the Town Clerk who will refer the matter to a full Town Council meeting.
11. Any hiring past 10pm will result in overtime fees being charged to the free hirer.
12. A set of accounts must be provided by the applicant.[1]

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APPLICATION FOR FREE VENUE HIRE

Name of Organisation	
Registered Charity Number (if applicable)	
Contact Name	
Address	
Daytime Telephone Number	
Email Address	
Purpose of Organisation	
Town Council Venue Requested (The Corn Exchange, Shambles, Town Hall, Council Chamber, Woodhouse Gardens Pavilion, Community Room)	
Date Requested	
Session Requested Morning 8.00am to 1.00pm Afternoon 1.30pm to 5.30pm Evening 6.00pm to 10.00pm	
Public Liability Insurance required? Delete as appropriate	Y/N
Purpose of Request	
How many Blandford Forum residents will benefit directly?	
Any further relevant information	
Signed:	**Dated:**

I enclose (delete as applicable): attachments to:

1. Last set of accounts[2]
2. Business plan
3. Project details
4. Supporting documents

Please return this form together with

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

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[2] If you are a new organisation and do not yet have a set of accounts, please ensure you include a business plan.

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