

Organisations will be considered for a Ludlow Town Council grant aid where they meet the following criteria:

1. The organisation is based, or has a local branch, in Ludlow.
2. The work of the organisation directly benefits a number of residents of Ludlow.
3. The organisation has a written constitution with clearly defined aims and objectives.
4. The local organisation has a clear financial need. Account will be taken regarding how much money the organisation has, including any special reserves set aside for particular projects. Additionally, if the balance is high in relation to spending then an explanation will be required to justify the reasons why the organisation is still applying for a grant.
5. The organisation has its own bank account with at least 2 authorised signatories.
6. The organisation is non-party political and non-profit making. Individuals will not be funded.
7. Retrospective applications will not be considered.
8. Applications should be linked to a specific project but consideration will also be given to grant applications for revenue funding.
9. Grant applications that require matching funding as evidence of local/community support to lever in additional grants from other funding sources will also be considered.
10. Grant applications for amounts of £200 or less will be considered at Representational Committee meetings in April, July and November. Applications must be submitted and received by the last day of March, June and October respectively.

### **Conditions**

Any Grant Aid awarded must be used for the purposes stated on the application only. If the organisation decides that it wishes to spend the monies on an alternative project it must ask the Council for written permission to do so.

Grants must not be used to settle debts on behalf of the organisation, nor be used to retrospectively fund projects.

Ludlow Town Council reserves the right to recall any grant given to an organisation which ceases to operate during the financial year for which the grant has been given. The Council should be consulted prior to distribution of any remaining assets. Full details and accounts must be submitted to the Council as soon as possible.

Successful organisations must:

1. Be prepared to participate in any publicity or awareness initiatives organised by the Council.
2. Be willing to attend a reception organised by Ludlow Town Council to receive their cheque.
3. Provide evidence within the financial year that the grant has been used for the purpose stated in the application, and where possible provide Ludlow Town Council with photograph(s) of the project funded.
4. Acknowledge the grant aid together with other sources of funding in appropriate publicity and detailing how it was spent in its annual report and accounts, a copy of which should be sent to the Town Council as soon as it has been published.