

# CORE GRANT CRITERIA

Ludlow Town Council has powers to award grants to local organisations to support their activities in the Parish of Ludlow. In doing so, the Town Council is aware of its responsibility for public funds and for the distribution of these funds to be properly managed.

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. Organisations will be expected to explore alternative funding opportunities which may exist as well as fund raising for their particular project before applying to the Council.
10. 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.
11. Applications for the subsequent financial year will be considered annually at Full Council meetings in September and October.

## **Conditions**

- The maximum amount any organisation may apply for is up to £5,000.
- Successful recipients of a Core Grant Funding are permitted to apply for and, if successful, receive up to two Projects Support Grants in the same year.
- 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.
- To avoid misunderstandings, please note that in all circumstances, permission must be given by Ludlow Town Council prior to awarded grant funds being used for any purpose that is different to the one stated on the application form.

- 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. Organisations should be prepared to attend Ludlow's Annual Town Residents' Meeting to showcase their work and publicly recognise the support received from Ludlow Town Council.
3. Complete and return a Monitoring and Evaluation Form within the financial year to demonstrate 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. If the Monitoring and Evaluation form is not received then future grant applications from that group may not be accepted.
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.