

## **Guidelines for applications for grants by organisations**

*These notes should be read before completing the application form.*

*Completed forms should be sent to:*

*GTC Office, 22 High Street, Girton CB3 0PU*

1. The Trustees of Girton Town Charity are willing to consider applications for support from organisations that make provision of a charitable nature for the inhabitants of the village of Girton in Cambridgeshire.
2. Potential applications may be discussed in advance of a formal application with any Trustee of Girton Town Charity but no Trustee or group of Trustees can commit the Charity to making support available other than after formal consideration of an application by a full Meeting of the Trustees.
3. The Trustees will usually expect an applicant organisation to make a contribution to the project in financial terms but other forms of contribution may be considered to be of equivalent value.
4. Organisations should preferably submit applications on the form issued by the Trustees or in the form of a letter. In either case the applicant organisation's representative should certify that the organisation represented has agreed to approach to the Town Charity and agrees to accept as final the Trustees' decision on the application. The Trustees may from time to time change their procedures and applicants should check current requirements if in doubt as to how to proceed.
5. The application should:
  - a) detail the help needed. This should include the costs of any goods or services the organisation wishes the Town Charity to help provide. The names and addresses of the supplier(s) should be included where possible. For requests of over £300, as much detail as possible should be given.
  - b) state the contribution that the applicant organisation will be making to the project either in terms of financing the project or supplying another form of support or a mixture of both.
  - c) include financial details as to why the applicant organisation is unable to meet the costs unaided. The latest set of yearly accounts and a current financial statement should be supplied.
  - d) include a business plan for major projects in which capital spending is requested. The Trustees would expect the proposal to include sufficient information to show that the project would be sustainable for the foreseeable future without recourse to further grants from the Town Charity or any other organisation.
6. If, on reviewing the application, the recipient Trustee or a Meeting of the Trustees decides that further information is required then this will be sought from the applicants. In the event of the information not being provided to the satisfaction of the Trustees in a Meeting within two months of the request for information being made the application will lapse and the reasons for the lapse notified in writing to the applicant and be recorded in the minutes of the Meeting.
7. The Trustees will endeavour to consider applications in a timely manner and inform applicants if there is likely to be a delay of more than three months between receipt of a formal application and its consideration by a Meeting of the Trustees. The Trustees aim to meet once per month but applicants should allow at least two months between submitting the application and the time when the funding is needed.

8. For applications requesting support in excess of £50,000 the Trustees may send the application for confidential review to one or more referees whom Trustees believe may be able to advise on the structure quality and value of the project. Applicants will be given the opportunity to reply to the points raised by referees but in order to protect the quality of advice received the identity of a referee will not be revealed to the applicant without the permission of the referee. Referees' comments and the reply of the applicants are for the guidance of the Trustees and recommendations by referees will not limit the discretion of the Trustees.

9. In considering whether or not to make a grant available the Trustees will take account of the objectives of Girton Town Charity, the agreed policies of the Trustees put in place from time to time and the financial resources available to the Charity at the time the application is considered.

10. In the case of applications for large sums (typically over £10,000), the Trustees may either reject the application or make a decision in principle that they wish to award a grant and they will inform the applicant of their decision. If the Trustees have made a decision in principle to make funding available, they will state that confirmation of the grant will be dependent on a suitable agreement to govern the project being put in place between the Trustees and the applicant organisation. *Any expenditure on the project by the applicant organisation made before the agreement is signed by both parties, and thereby confirming the grant, will be the sole responsibility of the applicant organisation.*

11. When refusing a grant, the Trustees may indicate whether or not they would be willing to consider a reapplication.

12. All decisions of the Trustees shall be notified in writing to the applicant organisation and reasons for a refusal shall be recorded in the minutes of the Trustees' Meeting. A summary of awards made and of the recipient organisations shall be reported in the Girton Parish News, and the Annual Reports of the Charity submitted both to the Annual Meeting of the Parish of Girton and the Charity Commission.

13. The Trustees' decision on whether or not to award a grant is final. If an applicant has concerns about the way in which the application was considered, then the Trustees welcome constructive feedback. A copy of the Complaints Procedure for the Charity, which describes how to raise these concerns, can be obtained from any Trustee or from the Charity's Office.

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