

Ruthin Town Council

Guidelines for Groups to Make Applications for Financial Grants

1. Ruthin Town Council funds community groups in Ruthin using a financial grants application process.
 - a. These grants are issued using the Council's powers under Section 137 of the Local Government Act 1972.
 - b. These guidelines supplement the Council's Financial Grants Policy which is available on the council's website.
 - c. The stated purpose of these grants is for them to be in the interests of, and will bring direct benefit to Ruthin, all, or some of its inhabitants and that the benefit is appropriate to the amount of funding being requested.
 - d. Further, any grant should be for a specific project being conducted by the group concerned.
2. Each group before making an application should inquire with the Town Clerk as to whether is a more appropriate form of funding from Ruthin Town Council under its other powers.
3. The Council has two rounds of funding grants for groups in Ruthin and these rounds occur in April and October of each year.
 - a. There will be a maximum amount of money the Council can grant each round in accordance with the Council's Annual Budget.
 - b. Any application, if accepted, may not receive the full grant which has been requested.
 - c. The maximum amount which can be granted for each application, regardless of the amount requested, is £1500.
4. The deadline for making an application for April is the last day in March. The deadline for making an application for October is the last day in September.
 - a. PLEASE NOTE -

- b. For the first round beginning in October 2023, the council has agreed for the deadline to be the end of October, with determination being made in November.
 - c. Thereafter, the rounds will be in accordance with the policy and this guidance.
5. All applications should be made using the Financial Grants Application Form, which is available on the Council's website or from the Town Clerk. Each application form must also be sent with the following:
 - a. The previous year's accounts from the group or if in their first year then any accounts up to date,
 - b. Any other supporting documentation for the project with which funding is being requested, and
 - c. Specific evidence as to how any previous requests, which were granted by Ruthin Town Council, have been spent.
6. Once applications have been received, and viewed as complete and in compliance with the policy, they will be forwarded to councillors in advance of determination in each period of funding.
7. Councillors may request further information from groups in order to aid in determining the application.
 - a. This will be requested via the Town Clerk and can be requested up to one week before a determination is to be made.
 - b. The group will not be asked for further information unless it is viewed as reasonable in line with the policy to do so by the Town Clerk.
8. All decisions made by the Town Council in determining any application are final and there is no mechanism of appeal.
 - a. The Town Clerk will inform groups when their application has been unsuccessful and the reasons why it was unsuccessful.
 - b. The Town Clerk will inform groups when their application has been successful and that they must report on how the grant has been spent before the next scheduled meeting for determining grants (usually in six months' time).