



# Crewe Town Council Small Grants Scheme Guidance



Crewe Town Council wishes to fund projects that support organisations and groups that are based within, or that directly benefit, the Town of Crewe and its residents.

Projects must support the aims of 'A Vision for Crewe – Crewe's Community Plan' which are:-

- Develop Civic Pride through activities which involves the community in heritage, arts, culture and leisure;
- Engage young people and address educational, recreational and training needs;
- Improve and enhance our community, 'green spaces' and physical environment;
- Encourage events and activities that will bring social and economic benefits to Crewe, especially the Town Centre;
- Assist the development of sustainable initiatives that will benefit the community in both the short and long term;
- Support and improve the health and wellbeing of the community;
- Community enablement;

When seeking funding, organisations must take into account the following criteria:-

## Eligibility

### To qualify for a grant, organisations must:-

- Operate within the town boundary of Crewe and the project benefits local residents;
- Be a voluntary or community organisation, registered charity, community amateur sports club or a not-for-profit group that has a governing document and active management group;
- Be able to provide proof of a bank or building society account which requires at least two signatures and where possible, a set of audited accounts;
- Where projects involve children, young people or vulnerable people, the organisation must have the appropriate safeguarding policies and procedures in place, and copies must be provided;
- Have not already received a grant from Crewe Town Council within the current financial year;

### Applications will not be considered for:-

- Organisations that are not based within the Town Boundary of Crewe unless they can show significant benefits for residents within the town boundary;
- Projects which do not involve, include or benefit residents within the Town Boundary;
- Individuals;
- General appeals, sponsorship or fundraising requests from organisations;
- National bodies or charities without a local link, or who are unable to demonstrate their effectiveness in the town of Crewe;
- Activities that are mainly of a political or religious nature;
- Work which has already taken place;
- Salaries or staffing costs;
- Running costs such as utilities, insurance, broadband, etc.;
- Organisations that have previously had an application turned down within the current financial year;

## General Conditions

- Organisations are advised to apply for no more than £1,000 as applications over this amount will not generally be considered;
- Funds awarded to an organisation must only be used for the stated purpose for which it was applied;
- The Town Council must be informed immediately if funds are unable to be used as stated in the application. All monies must be repaid unless an organisation formally writes to the Town Council to seek formal approval to vary the agreement;
- Funds granted from the Town Council are awarded on a one-off basis. Repeat applications from organisations in consecutive financial years, for the same purpose, will not be considered;
- In cases where the funded project turns a profit, the profit must be used to the benefit of that organisation and written evidence must be presented to the Town Council that this is has happened;
- Any unspent monies must be returned to the Town Council;

## Application Process

### How to apply

Crewe Town Council recommends that organisations reads a 'Vision for Crewe – Crewe's Community Plan' prior to making an application. The Community Plan can be found at [here](#).

- Applications must be made in writing on the Crewe Town Council Small Grants Application Form;
- Forms must be clear and legible, preferably submitted by email to [grants@crewetowncouncil.gov.uk](mailto:grants@crewetowncouncil.gov.uk);
- A complete copy of an organisation's latest accounts or bank statement, governing documentation, equal opportunities policy and, where applicable, safeguarding policy, must be submitted along with each application. In the case of a new project being launched, an appendix must be attached detailing anticipated costings;
- Crewe Town Council will consider applications for the Small Grants Scheme quarterly. Therefore applications need to be submitted before the second Friday in March, June, September and December each year;
- Grants cannot be awarded retrospectively. Any works begun on the project before a formal grant offer has been made and accepted, will not be eligible for funding

### Once your application is submitted

Your application will be checked and evaluated by Crewe Town Council Officers and the Small Grants Working Group. Incomplete applications will be returned and where felt necessary, Officers and the Working Group reserve the right to seek further clarification on information contained within the application before a recommendation is made to the Community and Environment Committee. Applications will then be put forward to the full Committee for consideration.

### How grants will be considered

Crewe Town Council has delegated powers to the Community and Environment Committee and the Grants Working Group to consider and make recommendations on grant funding.

The Town Council strives to allocate grant funding in a fair and open manner, judging each application on its own merit. When allocating, funds are granted under the provision of the Local Government Act 1972 and the General Power of Competence.

It should also be noted that all Crewe Town Councillors are governed by the Code of Conduct and have an obligation to declare any personal and/or prejudicial interest where relevant when considering the allocation of funds.

### If you are successful

- All applicants will be notified in writing within seven days following the decision of the Community and Environment Committee Meeting;
- Successful applicants will be asked to complete a Grant Acceptance Agreement before payment of funds is released;
- Organisations will be required to complete post-grant monitoring forms highlighting how the project has benefitted and made a difference to the organisation and the community and details on how the funds were spent;
- Copies of all receipts and invoices must be submitted no later than 30 days following completion of the project;

If you have any questions or queries regarding your application, please contact:-

Hannah Marr, Community Engagement Officer at Crewe Town Council

Telephone: 01270 756975

Email: [grants@crewetowncouncil.gov.uk](mailto:grants@crewetowncouncil.gov.uk)

Address: Crewe Town Council, St Paul's Community Centre, Hightown, Crewe, Cheshire CW1 3BY.



## Crewe Town Council Small Grants Application Form



The information contained on this form will help us process your application. Guidelines on the Small Grants Scheme are available, but please contact us if there is anything you don't understand.

### Contact Details

Name of Organisation:	
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Address of Organisation:	
	Postcode:

Name of Applicant:			
Position:			
Telephone Number:			
Email address:			
Facebook:		Twitter:	

### About your organisation

Type of organisation:	Unregistered community group / club / society *delete as appropriate Other (please state): _____ Registered Charity Number: _____ Do you have a constitution or governing document? Yes / No
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When did your organisation start?	
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What does your organisation do?

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Who do you work with?

Children under 16

Young people under 25

Older people over 55

People of minority ethnic origin

Disabled people

Women

Other (please state) \_\_\_\_\_

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### **Details of Grant Requested**

What is your project called?

How will your project benefit the local community in Crewe?

Why is this project needed? And how many people will benefit?

How does this project meet the aims of A Vision for Crewe – Crewe's Community Plan?



## Declaration

I am authorised to make this application on behalf of the above organisation

I certify that the information contained in this application is correct

If the information in the application changes, I will inform Crewe Town Council as soon as possible.

I give permission for Crewe Town Council to record the details of my organisation electronically and contact my organisation by phone, mail or email with information from time to time.

<b>Signed:</b>	<b>Date:</b>
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## Checklist

Please enclose the following with your application. Applications will only be processed once all this information has been received.

Latest annual accounts

Governing document

Copy of a bank statement  
less than three months old

Policy documents   
(if applicable)

Copies of written estimates

Please send your completed application to:-

Hannah Marr  
Community Engagement Officer  
Small Grants Scheme  
Crewe Town Council  
St Paul's Community Centre  
Hightown  
Crewe  
Cheshire  
CW1 3BY

Email: [grants@crewetowncouncil.gov.uk](mailto:grants@crewetowncouncil.gov.uk)

Tel: 01270 756975 / 07947 180150

**Please ensure you keep a copy of this application form for your records**