



## SEVENOAKS TOWN COUNCIL

# GRANTS TO VOLUNTARY OR CHARITABLE ORGANISATIONS IN SEVENOAKS TOWN

## Information for applicants

**NB** – Grant recipients will be asked to provide a stand and or presentation at the Annual Town Meeting [20<sup>th</sup> March 2017] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

### **Aims of the Grant Scheme**

- To encourage and support the activities of voluntary organisations within Sevenoaks Town
- To promote new community initiatives where real additional benefits are offered to the community

The Grant Scheme is to support projects at local level so applications benefiting the town area will be given priority.

## Examples of what the Grant Scheme might support

- Equipment
- Training
- Hire of premises
- Information or publicity
- Other project costs
- Start-up or development costs for new community groups

## About the Grant Scheme

The Town Council wishes to assist approved Local Voluntary or Charitable Bodies which provide services to residents within the Parish of Sevenoaks by making them grants or loans. Applications must be supported by financial statements and/or balance sheets over the previous two years, or business plan as appropriate.

The Council has various powers under which it can fund organisations by way of a grant. The Council can also make grants at its discretion to various organisations **provided that the grant will be spent for the benefit of Sevenoaks Town area or its residents**. Please refer to the maps attached to the application form – pages 5 and 6. **The amount of the grant must be in proportion to that benefit.**

This leaflet should be used in conjunction with the Guidance Notes to Applicants supplied with the grant application form.

## Who can apply?

- Any organisation which provides services that will **directly** benefit the area and residents of Sevenoaks Town. **Wards:** Town, Kippington, St Johns, Eastern, Wilderness and Northern.
- Is independently established for charitable, benevolent or philanthropic purposes
- Has a written document setting out its aims and objectives

## Timetable

Applications for the tax year 1 April xx to 31 March xx will normally be considered only in September and February.

- Please advise which tax year the money is to be used by you in.
- The **deadline** for applications is the **first Friday in August**, for the September meeting and the **second Friday in January**, for the February meeting.

**NB** *Late applications received after these dates will be reviewed at the following grants meeting!*

## Where to get further information and an application pack

Application Forms and Guidance Notes are available on paper from  
Sevenoaks Town Council  
Council Offices  
Bradbourne Vale Road  
Sevenoaks TN13 3QG  
Tel: 01732 459953

Application Forms are also available by email from: [council@sevenoakstown.gov.uk](mailto:council@sevenoakstown.gov.uk)

All Application Forms must be signed, so copies that are filled in on computer should still be printed off, completed and duly signed and returned by post.