

**CHATTERIS TOWN COUNCIL
LOCAL VOLUNTARY ORGANISATIONS
GRANTS SCHEME CRITERIA 2017/18**

DID YOU KNOW?

The Town Council has a grants scheme for voluntary organisations that fit a ‘local’ criteria, (i.e. **organisations that are based locally and can demonstrate that they provide a benefit to some or all of the people living in Chatteris**). The total budget for the year is £3,250 and so grants are normally only nominal where approved and are intended to reflect the Council’s support for these voluntary groups.

WHAT DO YOU HAVE TO DO TO APPLY?

- [1] Officials of voluntary organisations should complete the grant application form which can be obtained from the Town Council’s website or by request to the Council’s Financial Officer at the Council Offices, 14 Church Lane, Chatteris, PE16 6J, (Telephone 01354.695166), e-mail accounts-chatteriscouncil@btconnect.com)
A set of latest audited accounts or annual report must accompany the grant application form.
These will be treated with utmost confidence and are an essential part of the application process.

WHEN DO YOU HAVE TO APPLY?

- [2] The Council only considers grants at its January, April, July and October meetings each year, therefore, applications will need to be completed and sent to the Financial Officer at least two weeks before the meeting takes place (which is the first Tuesday of each month).

WHAT HAPPENS NEXT?

- [3] All applications will be acknowledged upon receipt.
[4] Only one grant application per organisation will be considered each year.
[5] All applications will be processed by the Financial Officer in the first instance, who may ask for additional information, and then put before the Council for a decision.
[6] Following the Council meeting applicants will be informed in writing of the Council’s decision, whether successful or not.
[7] If successful payment will be approved at the next month’s Council meeting and made via the Bacs system.

NOTE

Each grant application will receive careful and sympathetic consideration.
There is however no obligation on the Town Council to make a grant to any organisation. Organisations have to meet the ‘local’ criteria (as set out above) and grants are not normally made to national appeals.