



STRATFORD-UPON-AVON TOWN COUNCIL

INITIATIVES

Overview and Guidance Notes

Stratford-upon-Avon Town Council Initiatives have been established using public money and applicants are requested to note that all applications will be considered openly and transparently by the Council's Community, Wellbeing and Place Committee in Open Session, before being ratified by full Town Council. The amount of funding allocated to successful applications will be published and appear on the Council's website.

The Town Council aims to involve the community in identifying local needs and will endeavour to facilitate and collaborate with partner organisations with projects and initiatives that are of benefit to the community.

Applications will be assessed in accordance with the following criteria:

- Located within the Stratford-upon-Avon town boundary
- Benefits the majority of Stratford-upon-Avon
- Contributions to climate change mitigation / environmental sustainability
- Degree of civic pride, public involvement or community development
- Equal opportunities
- Impact on crime and disorder
- Leisure and community activities
- Partnership working and collaboration
- Support of services for the residents of Stratford-upon-Avon

Applications must be submitted by the 1st of September, ready for the start of the annual budget process. Applicants will be notified of the outcome of their application in February, after the final budget has been approved by Council in January. Successful applications will receive payment in the following financial year starting in April, through to the following March. Applications after this deadline are welcome but will not be considered until the following September.



GENERAL GUIDANCE NOTES & CONDITIONS

- 1) Applications should be made for projects which will be of benefit to the community within the Stratford-upon-Avon town boundary.
- 2) Applications will not be considered for repairs or improvements to the fabric and / or infrastructure of a building.
- 3) Applications from individuals will be considered providing the applicant can demonstrate that their project or initiative will benefit the wider community or organisation of which they are a member, and not just the individual concerned.
- 4) Where a project or scheme is subject to applications to other funding sources e.g. Town Trust, lottery, other local authority, the application must be supported by appropriate details of other potential funding revenue. Applications should include evidence of seeking partnership funding.
- 5) Applicants must notify the Town Council of any funding awarded by other organisations following submission of their application. The Town Council reserves the right to amend or withdraw any award where relevant funding information has not been disclosed.
- 6) Projects will not be funded if they are eligible for funding through conventional statutory means by a local authority or agency, unless there is evidence that the service is to be cancelled or reduced. The Town Council will require confirmation of matched funding or an agreement with other agencies to meet on-going costs after the initial contribution from the Town Council. Where this is the case, applications should be supported with details of third-party funding.
- 7) Applications should be supported with a current business plan and where possible accounts of the relevant organisation for a period of two financial years prior to the date of application.
- 8) Applications will only be considered for 'not for profit' organisations.
- 9) Applications must be made on the relevant application form, ideally typed. Additional sheets of paper may be used.
- 10) Successful applicants must provide the Town Council with an assessment of the project or initiative. This must be in the form of a written statement, and possibly a short verbal presentation to the Committee.

- 11) Recipients must acknowledge the Town Council's funding / support in any publicity, promotional material, social media content, or other communications relating to the project or initiative, where appropriate.
- 12) Payment from the Town Council will be made via BACS. All invoices must be paid by a monetary transaction. All transactions must be evidenced by an official receipt as these may be requested.
- 13) Upon completion of the project or initiative, recipients must submit a brief report outlining the impact of the initiative, including any outcomes achieved and declare any unspent funding. The Town Council reserves the right to require the return of any unspent funds.
- 14) The Town Council reserves the right to verify any information provided within this application. Knowingly providing false or misleading information may result in the application being rejected, repayment of any grant awarded, and, where appropriate, referral to the relevant authorities.
- 15) **Completed application forms and any supplementary sheets must be sent to the address below no later than 1st September.** If you require assistance completing your application, please contact the Town Council or a Town Councillor.

Town Clerk
Stratford-upon-Avon Town Council
Town Hall, Sheep Street
Stratford-upon-Avon CV37 6EF

Phone: 01789 269332

Email: info@stratford-tc.gov.uk

- 16) **The Town Council's Privacy Policy <https://stratford-tc.gov.uk/privacy-policy/> should be read before submitting an application.** Please read the Notice and complete the following section, to be returned with the completed application form.



I agree that I have read and understand Stratford-upon-Avon Town Council's Privacy Notice. I agree by signing the consent box below that the Council may process my personal information for providing information and corresponding with me.

Signed:

Please Print Name:

Date: