

General Information for Marketing and Community Grants

An application pack for marketing or community grants is available either from the Town Councils website www.rydetowncouncil.org.uk by emailing grants@rydetowncouncil.gov.uk or by ringing 811105.

Applications for community and marketing grants will be considered three times a year, June/July, October/November and in February/March. The Town Council's budget for will be split between these funding rounds.

Applicants can apply for a grant under either community or marketing heading or both headings as long as the relevant criteria is met. The Town Council reserves the right to award a marketing grant where a community grant has been applied for (and vice-versa) if the Committee feels the purpose of grant falls better within that criteria.

Decision making

Completed applications will be acknowledged when received and will be held until the next round is due to be considered by the Finance Committee. The application will be initially checked by the Chairman and Vice-Chairman of the Finance Committee to ensure that all paperwork has been submitted as requested. You will be advised when your application is placed on the agenda to be considered by the Finance Committee of the Town Council. It is possible that the applicants may be asked to attend a meeting of the Finance Committee if further clarification/explanation is required.

Funding decisions for grants up to £1,500 will be made by the Town Council's Finance Committee. Any agreed awards with a value of more than £1,500 will become a recommendation from the Finance Committee to the Full Council for approval.

The Finance Committee may, at its discretion, consider multiple grant applications but the total amount awardable to the umbrella organisation will not exceed the Committees delegated authority of £1,500.

Where an award has been made for less than the full amount the applicant may not resubmit the application again in the same financial year. However, where a satisfactory application has been made but the Council has insufficient funds to make an award, the applicant may reapply to the next round within the same financial year.

Unless specifically agreed with the Town Council the grant awarded must be requested within a calendar year of the grant being awarded.

If you are unsuccessful you will be notified of the Town Council's decision by email. The decision of the Town Council is final.

What you need to send us

With the completed application form applicants should submit a copy of their organisations last audited accounts. However, in recognition that not all organisations will have fully audited accounts the Town Council will, in special circumstance, accept accounts that have been externally verified but not fully audited.

Applicants will also be asked to provide their constitution or set of rules and evidence of other partnership funding if appropriate.

Please note that all documents submitted will be treated as in the public domain.

Conditions attached to funding awards

It is a condition of every funding award that acknowledgment of the Town Council's support is included in all project related material. If you are successful you will be required to acknowledge the support of the Town Council publicly, clearly and visibly on all event related material and you will be provided with a digital copy of the Ryde Town Council logo to use. The Town Council may also choose to publicise any grant awards that are made. Other conditions may be attached as appropriate and you will be advised of these when you are informed of the outcome of your application.

It is an absolute condition that organisations report back, on the success of their event/project within three months of the activity taking place together with a full financial statement of accounts. Failure to report back will place in jeopardy any future funding of the organisation. This will be considered by the Town Council's Finance Committee.

Receiving a grant

If your application is successful we will send you a formal grant offer by email which will include any additional conditions relevant to that grant. Included with this offer will be a request for payment form which you must complete and return to the Town Council in order for the grant to be paid*, a copy of Ryde Town Councils digital logo for use on all publicity material and a Completion Report for reporting back to the Town Council on the success of the event/project.

*Please note that payments will not be made to individuals

Please note that application form asks you to give your consent to Ryde Town Council to hold your personal information for the purposes of contacting you about your application. This information will not be disclosed to third parties. Please see our Privacy Notice on our website for further details.