



Yate Town Council

Guidance Notes for the COVID-19 Battle Grants Fund

Yate Town Council has allocated £4,500 to help local organisations to support the local community in the battle against the coronavirus and help the residents of Yate (up to a maximum of £250 per organisation).

Principles

All applications will be considered on their individual merits, but there are a number of guiding principles:

- How well the grant meets the needs of the community (and in particular any specific ward/area) in combatting the effects of COVID - 19;
- How many residents of Yate shall benefit and whether the size of grant is commensurate with those benefitting.

Who can apply?

We will consider applications from:

Groups, clubs, committees or charities based in the parish of Yate. You will need to show that you are organised and have your own bank account. You will also be required to provide your organisation's registered Commission Charity number or alternatively if not, Charity Commission registered, you will need to provide some form of social media address/information such as website address/Facebook page.

We will not consider applications from:

- Businesses or organisations with a profit-making remit;
- Individuals.

When & How can I apply?

You can apply at any time, but the funds are limited to £4,500 and will be restricted to ensure geographical spread across the town in the fairness to all.

Application forms are available electronically on the website:

<http://www.yatetowncouncil.gov.uk/council-services/grants-schemes/>

You will receive a response within 7 days of submission and funds transferred as soon as possible thereafter

Conditions of a Grant

1. The applicant, if successful, must spend the grant per the application form unless otherwise agreed by the Council, or the funds may need to be repaid;
2. The grant shall be paid electronically to the organisation making the application referred to in the application;
3. The application form (with all personal data redacted) shall be made public on the Council's website;
4. It is expected that the Town Council shall be acknowledged for their support in any publicity material related to the project (an electronic copy of the Yate Town Council logo is available for this use);
5. All grant applications shall be monitored to ensure that the money was spent on the purpose intended. Monitoring Forms shall be sent out for completion within 3 months of the grant being paid over or within 3 months of the activity being completed;
6. Copy invoices/receipts of expenditure should be made available upon request.