



## TERMS OF REFERENCE GRANT SCHEME

Date of adoption  
27<sup>th</sup> January 2026

---

1. Voluntary groups, clubs, not for profit organisations, or charities within the parish of Tickhill can apply for a grant from Tickhill Town Council (TTC). Those outside the parish who can demonstrate direct benefit to the inhabitants will also be eligible to apply. The purpose of any grant or donation given by TTC is to support initiatives that bring direct benefits to the local community and to help create opportunities for the residents of Tickhill, which are not, as a matter of course, funded by TTC. Grants will NOT be awarded to regional or national charities unless it is for a specific project in the Tickhill area or where there will be obvious benefit to the residents of Tickhill.
2. Applicants will apply to the fund using the agreed application form which can be obtained from the Council website, or on application to the Clerk.
3. TTC reserves the right to request any further information that it deems necessary to assist the decision-making process. Applicants may be asked to supply the following documentation where appropriate:
  - a. A copy of the most recent audited accounts/financial position
  - b. A copy of the constitution or rules of the group
  - c. Proof that the group has a bank account with two signatories.
4. There will be two deadlines for application – 30 September and 28 February. TTC will normally advertise availability of the scheme two months in advance via the council's website, public noticeboard and social media.
5. Half of the annual grant budget will be made available for the September bidding round with the other half, plus any unallocated in September, available for the February round. TTC will review the amount made available for Community Grants each year as part of its budget process. 25/26 - £1500. 26/27 - £2500.
6. Groups may apply more than once per year, but the council will take into account the amount and frequency of previous awards and reserves the right to decline a subsequent application solely on the grounds of making funds available to as many projects as possible, each year.
7. Each application will be judged on its own merits and will be considered along with all other applications at the meeting of the Town Council following the closing date for applications. Applicants will be notified by the Clerk, the decision of TTC is final.

8. Due account will be taken of the extent to which funding has been sought or secured from other sources or own fund-raising activities. In most circumstances, TTC would not expect to be the sole funder of a project, but will consider individual cases on their own merits.
9. It must be understood that any grant must only be used for the purpose for which it was awarded unless the written approval of TTC has been obtained in advance for a change in use of the grant monies, and that any unspent portion of the grant must be returned to TTC within 12 months of it being awarded.
10. TTC may make the award of any grant subject to any such additional conditions and requirements, as it considers appropriate.
11. The size of any grant awarded is at the sole discretion of TTC.
12. TTC reserves the right to refuse any grant application that is considered to be inappropriate or against the objectives of TTC. Including but not restricted to, organisations intending to support or oppose any particular political party, or to discriminate on any grounds. Grants will not be made to businesses, or upward funding groups or charities.
13. TTC reserves the right to request receipts to demonstrate how the money has been spent and/or to inspect the outcome of the expenditure. It also welcomes feedback, including photographs where appropriate, on how the grant has been utilised, how it has assisted the group, and what it has achieved.
14. Retrospective applications (i.e. for projects already completed) will be allowed. TTC will adjudge at the time of application whether the project was urgent and consider the financial situation of the group at the time.

Adopted by Tickhill Town Council

Date of Adoption 27<sup>th</sup> January 2026

Review Date: Feb 2028



**Tickhill Town Council**  
The Pavilion, Tithes Lane, Tickhill DN11 9NQ

**Clerk: Maxine Gravill**  
E: [clerk@tickhilltowncouncil.gov.uk](mailto:clerk@tickhilltowncouncil.gov.uk)  
W: [www.tickhilltowncouncil.gov.uk](http://www.tickhilltowncouncil.gov.uk)

## Application for Grant Funding

|   |  |
|---|--|
| Name of applicant/organisation:   |  |
| Contact details of applicant/organisation representative:   |  |
| Email Address for contact:  |  |
| Aims & objectives of organisation:  |  |
| Is the organisation a registered charity?<br>If so, please provide registration number                                    |  |
| Does the organisation have a constitution? If yes, please enclose a copy. If no, please explain your organisation set up. |  |
| Does the organisation have accounts?<br>If yes, please enclose a copy. If no, please explain your accounting procedures.  |  |
| Amount of grant requested:  |  |

|   |  |
|---|--|
| Please give details of the project the grant is for, including its total cost.  |  |
| Does your project already receive funding? If so, how much and from whom? If the total cost of the project is more than the grant, how will the rest be financed? |  |
| How will this project benefit Tickhill  |  |
| Please provide any other information relevant to the request  |  |

I confirm that the details provided on this application are correct to the best of my knowledge.

Signed:

Name (capitals):.....

Position:.....

Date of application: .....

**Completed applications should be submitted to the clerk, by post or email using the contact details provided at the top of this form.**

**Notes:**

1. The grant must be used only for the purposes stated in the application and not assigned to any other purpose without prior written permission from Tickhill Town Council. The Council reserves the right to recall a grant if it is not used for the purposes or within the conditions stated.
2. A grant not taken up within twelve months will lapse.
3. Any relevant publicity materials should acknowledge the support of Tickhill Town Council.
4. Tickhill Town Council representatives should be invited to see the project/attend events, where relevant.
5. In the event of an organisation winding up, any equipment purchased with a grant from Tickhill Town Council must be returned to Tickhill Town Council.
6. In making an award to you, Tickhill Town Council does not assume or accept any responsibility or liability of any kind whatsoever towards any person or persons in respect of any matter or thing arising out of or incidental to the execution of the work you have undertaken.

7. Tickhill Town Council considers each application on its merits and reserves the right to make awards as it sees fit. The decision of Tickhill Town Council is final.

**For office use only:**

|                    |  |                         |  |
|--------------------|--|-------------------------|--|
| Date received      |  | Date of Council meeting |  |
| Further action     |  | Ratified                |  |
| Appl. acknowledged |  | Appl. advised           |  |