



## **TERMS OF REFERENCE GRANT SCHEME**

Date of adoption 22<sup>nd</sup> April 2025

Review date April 2026

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1. Groups within the parish of Tickhill can apply to the fund. Those outside the parish who can demonstrate direct benefit to the inhabitants will also be eligible to apply.
2. Groups will apply to the fund using the agreed application form which can be obtained from the Tickhill Town Council website, or on application to the Clerk.
3. Groups will be expected to supply the following accompanying documentation:
  - a. A copy of the most recent audited accounts, including an up-to-date balance sheet
  - b. A copy of the constitution or rules of the group
  - c. Provide proof that the group has a bank account with two signatories.
  - d. Provide a 12-month forward plan (activities and finance) and where larger grants are requested a business plan will be required.
4. There will be two deadlines for application – 30 September and 28 February. Tickhill Town Council will normally advertise availability of the scheme two months in advance via the council's website, public notice board and social media.
5. The September bidding round will make £750 available for grant and the February round will make £750 available.
6. Groups can apply once per year but may bid for a number of elements of a project in the application.
7. All applications will be considered regarding financial stability of the groups and judged on their own merits; particular attention will be given to the group clearly demonstrating the need for the project.
8. Groups will be expected to contribute some of their own funds to the project although a set percentage has not been agreed. However, where possible a group will be expected to make some contribution from its own funds.
9. Where partnership funding is being sourced outside the parish, the council would wish to see that such funding has been secured prior to awarding a grant.

10. Retrospective applications (ie for projects already completed) will be allowed. Tickhill Town Council 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 at its meeting on 22<sup>nd</sup> April 2025

Review Date: April 2026