



## **AYLSHAM TOWN COUNCIL GUIDELINES FOR GRANTS FROM RECYCLING INCOME**

1. Grants are awarded on a “first come, first served” basis. Once the fund is exhausted, no more applications are permitted until the next financial year.
2. Grants are considered for capital projects/purchases, or replacement equipment, rather than day to day running costs of an organisation, i.e. hall hire.
3. No organisation may submit more than one request in a financial year.
4. Grants are awarded for the benefit of Aylsham based organisations only
5. Applicant organisations should be either a recognised organisation, or have a formal constitution, committee and bank account.
6. Applicant organisations should submit details of costs for project/equipment, including estimates if the grant is requested as matched funding.
7. The Town Council reserves the right to request further information, including copies of audited accounts.
8. The Town Council reserves the right to award grants for Council-led community projects.
9. The Town Council requests a report on how any grant awarded is spent.

Revised: Town Council Meeting 19<sup>th</sup> September 2018

Review date: September 2020