



## CHEPSTOW TOWN COUNCIL

### SMALL GRANTS

At Chepstow Town Council, we are committed to encouraging, supporting and promoting organisations that make life better for Chepstow residents. We aim to make grant awards that bring a direct benefit to the Chepstow area, to all or some of its residents.

A maximum amount of **£500** is available under the Small Grants Scheme which has been set up to make it easier for organisations to apply for funding.

If you wish to apply for a Community Grant from Chepstow Town Council, please read the [Guidance Notes](#)

### SMALL GRANTS POLICY

#### General Conditions

1. Town Council will only consider grant applications under its Small Grants Scheme of £500 or less.
2. If awarded a grant, Town Council will require an agreement form to be signed prior to the funds being released.
3. Grants will only be payable on receipt of valid receipts / invoices.
4. If applicable, successful organisations will be required to display / use the Town Council's logo on its advertising / website or similar.
5. Grants will not be made to:
  - Organisations that discriminate on grounds of age, disability, being married or in a civil partnership, gender reassignment, pregnancy and maternity, race including colour, nationality, ethnic or national origin, religion or belief, sex and sexual orientation.
  - Private organisations operating as a business to make a profit or surplus.
  - "Upward funders", i.e. local groups whose fundraising is sent to their central Head Quarters for redistribution.
  - Organisations who wish to pass on money to other individuals or groups.
  - Political organisations or projects.
  - Any expenditure incurred or committed before we confirm our grant.
  - Finance loans or interest payments.
  - General funding for your organisation or others.

#### Completing the Application Form

If you need assistance with any section, or just want to ask further questions before submitting the form, please email [admin@chepstow.co.uk](mailto:admin@chepstow.co.uk)

# SMALL GRANT APPLICATION FORM

Please read the policy on page 1 before filling in the form.

1. Name of Proposed Event: .....
2. Date of Proposed Event: .....
3. Names/Addresses of Lead Organisers:  
 .....  
 .....  
 .....  
 Contact phone number: .....  
 Email address: .....
4. How many people do you expect to attend your event? .....
5. How many of these are Chepstow Town Council area residents? .....%
6. How much funding are you applying for? £..... (£500 maximum)
7. Briefly describe your event.

8. How will you spend the money you are applying for?

Item	Amount
	£
	£
	£
	£
<b>Total</b>	<b>£</b>

**PLEASE NOTE PAYMENT WILL ONLY BE MADE ON PRODUCTION OF VALID RECEIPTS/INVOICES.**

Please give us details of the bank account that the grant should be paid into if approved (this cannot be a building society passbook account):

Name of Account: .....

Account number: .....

Sort Code: ..... - ..... - .....

***Please ensure you have read the policy on page 1 before signing the form.***

**Privacy Notice**

In accordance with the General Data Protection Regulation (GDPR), I/We agree that Chepstow Town Council will process and hold personal information about me/us and my/our group or organisation only in relation to this grant application. I/We consent to my/our personal information, including that contained in this form, being stored manually and/or electronically by Chepstow Town Council. It will be held securely and treated confidentially for six years after an application is made. I/We understand that it will only be accessed by authorised staff members to manage the grant application process.

I also understand that Chepstow Town Council may pass details onto an official organisation where required to do so by law or contract. I/We understand that my/our data will be disposed of securely six years after the application and that I/we have the right to correct the information at any time. I/We have been made aware of my/our rights under GDPR.

Declaration:

I/We declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request.

I/We declare that we have read the policy on page 1 and that our application complies with the policy.

I/We declare that I/we have included all the requested information.

I/We fully understand that if I/we do not include the requested information and/or if my/our application does not comply with the policy, the application may be rejected.

Signed: .....

Name: .....

Date: .....