



Tadley Town Council
Turbary Building
2 Franklin Avenue
TADLEY
Hampshire
RG26 4ET

Tel: 0118 9813360
Email: clerk@tadleytowncouncil.gov.uk
Website: www.tadleytowncouncil.gov.uk

You Decide!

Overview of grant scheme

Tadley Town Council has set aside £12,000 to allocate to community groups offering services to Tadley residents. If you run a not for profit service for the benefit of Tadley residents, you can apply for up to £2,000 to improve the services you offer. Local residents will then have the opportunity to determine which local projects should receive funding through an open day, where local residents can vote for the projects they feel would most benefit their community.

The purpose of this grant scheme is designed to enable voluntary and community organisations of any kind to help improve their local environment, to support local groups or strengthen their community.

Objectives

To support sustainable projects that will bring the community together to:

- Enhance the local environment
- Provide an identified service / activity for local residents
- Strengthen community activity in areas of greatest need
- Improve the health, education and wellbeing of the community

Who can apply?

Any community organisation may apply provided that the project:

- Is managed by volunteers, is non-profit making and operates without undue restriction on its membership
- Operates in Tadley and adjoining parishes
- Evidences the benefits to local residents
- Demonstrates the need for financial help
- Schools may apply for projects beyond the school curriculum that benefit the wider community

What conditions must be satisfied?

- The project must not have started
- Applicants can demonstrate a need or demand for the project
- Projects must deliver genuine 'added value' and not replace services that should be and are being provided through mainstream budgets

What supporting information is required?

- A copy of the organisations governing document (i.e. constitution, Terms of Reference)
- Who will deliver the project
- Financial information (copy of recent bank statements, copy of annual accounts, and budget for project)

How much is available?

Minimum £250

Maximum £2,000

Organisations can submit more than one project, as long as the total does not exceed £2,000 per organisation.

Benefit to the community

Local residents will be invited to vote (**in person only**) on all the grant applications that meet the criteria. The grant will be allocated reflecting the support received from the community for the projects.

If successful in receiving grant funding an update will be required to demonstrate how the money is being spent and the local impact it is having.

What happens next?

Complete the application form and submit with all supporting documents and information by **Friday 7 February 2020**.

Representatives of the You Decide panel will review each application to check it meets with the criteria and groups will be notified of the outcome of their application in the week commencing **Monday 10 February 2020**.

All applications that meet the criteria will be invited to promote their project at the open day on **7 March 2020 11.00am – 3.00pm** at the Ambrose Allen Centre, Franklin Avenue, Tadley, RG26 4ET

How do I apply?

The form and grant criteria can be downloaded from our website www.tadleytowncouncil.gov.uk Alternatively, a copy can be requested via email from clerk@tadleytowncouncil.gov.uk or by telephoning 01189813360

If you require the form and grant criteria in another format e.g. large print, please contact us.



Tadley Town Council
Turbary Building
2 Franklin Avenue
TADLEY
Hampshire
RG26 4ET

Tel: 0118 9813360
Email: clerk@tadleytowncouncil.gov.uk
Website: www.tadleytowncouncil.gov.uk

You Decide!

Information for groups

Decision Day

Successful community groups will be asked to attend the open day on 7 March 2020 11.00am – 3.00pm at the Ambrose Allen Centre, Franklin Avenue, Tadley, RG26 4ET. Groups will need to ensure they have a stand which will display details of their organisation and project information. If possible the stand should be manned to answer questions from members of the public who have come in to vote. Should your group not be able to attend then you will be able to display any promotional materials you have but you may be at a disadvantage as you will not be there in person to explain your project to local residents.

Voting will take place 11.00am – 3.00pm on 7 March 2020 at the Ambrose Allen Centre. The date will be publicised in advance for the community to get involved. On arrival residents will be asked to register by giving their postcode. They will be allocated a ballot paper allowing 2 votes for their preferred project via a ballot box.

Counting Votes

This will happen after the open day has finished. The results will be announced at the Finance & General Purposes Committee meeting on 14 April 2020. If groups or members wish to attend the meeting to hear the results they are more than welcome.

The grants will be allocated on the basis of the project with the highest number of votes securing the amount it has requested, the second, third, fourth and fifth highest also securing their funding requested (with each up to £2000). Not all projects will request £2000, so the allocation continues until the project grant fund is exhausted. In the event that the remaining money available does not cover the requested amount, the applicant will be contacted to see if the project can be implemented with a smaller amount of funding.

Acceptance of Grant

All successful applicants will have to return a signed agreement, committing to the following:

- that the money will be spent on the nominated project
- that financial reports and an evaluation report will be submitted by a specified date

This ensures accountability and allows for capturing success (local outcomes) from the grant scheme.



Tadley Town Council
Turbary Building
2 Franklin Avenue
TADLEY
Hampshire
RG26 4ET

Tel: 0118 9813360
Email: clerk@tadleytowncouncil.gov.uk
Website: www.tadleytowncouncil.gov.uk

Participatory Budgeting Application Form

Please complete this form (hard copy or email) and return to
Tadley Town Council by **7 February 2020**.

GROUP DETAILS

Is your group constituted?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Or				
Does your group have agreed terms of reference?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Or				
Does your group have its own bank account?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Or				
Is there an accredited organisation that can act as a banker for the project, e.g. School, Church etc?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

WHICH CATEGORY DOES YOUR PROJECT FIT IN?

Your project must fit into one of the themes indicated below. This is to ensure that money is spent in accordance with the responsibilities of Tadley Town Council.

If your project covers more than one theme, please indicate below the theme that will benefit the most e.g. Cricket equipment for school club could be placed under activities for young people and play and sports facilities but might have most impact on activities for young people.

Tick one box only.

Arts and culture	<input type="checkbox"/>	Environmental improvements	<input type="checkbox"/>
Activities for young people	<input type="checkbox"/>	Other community and cohesion activities	<input type="checkbox"/>
Vulnerable people	<input type="checkbox"/>	Play and sports facilities	<input type="checkbox"/>

PROJECT PROPOSAL

Name of organisation	
Contact person	
Position	
Address	
Postcode	
Telephone	
Email	

1.	Describe your project in no more than 75 words
2.	How many people from the Tadley area do you expect to benefit directly from your project/activity?
3.	What will change in Tadley as a result of your project (or how will this make a difference?)
4.	Over what time period will the project run? Please give proposed start and end dates. (All the money allocated needs to be spent by 31st March 2021)
5.	If the project will be ongoing how will it be financially sustained after the grant has been spent?
6.	Please give details of any organisations or sections of the community that have been consulted about this project.

7.	Please list any organisations with whom you will be working.
8.	Have you applied elsewhere for all, or part of this funding?
9.	In applying for this funding, you will be agreeing to accept responsibility for any relevant aspects of the project, e. g child protection (CRB checks), land/ownership/planning permission/insurance. Please indicate below which relevant provisions are already in place.

Please provide a budget breakdown below:		
No:	Description:	Amount:
I.		
II.		
III.		
IV.		
V.		
VI.		
VII.		
	Total	£

NOTES: The deadline for receipt of applications is **7 February 2020**. Any applications received after this deadline will not be considered.

A member of your group/organisation will be invited to the 'You Decide!' participatory budgeting event on **7 March 2020** to present your proposal on a stand, and answer questions from local residents.

Will someone from your group attend the 'You Decide!' event?	Yes		No	
--	-----	--	----	--

For more information or if you have any queries regarding the completion of this form, please contact the Clerk.