



AYLESBURY
TOWN COUNCIL

Grants Criteria - Social and Emotional Wellbeing Needs Grant
Guidelines and accompanying notes

Please read carefully before completing the Social and Emotional Wellbeing grant application form

Criteria for Grants

1. All Grants awarded by Aylesbury Town Council must conform to the Local Government Laws and Powers prevailing at the time the grant is awarded
2. Grant applications will only be considered from groups and organisations within the area administered by Aylesbury Town Council, or whose activity or service benefit residents of the Parish. Applications for grant awards are considered at the Grants Committee Meetings.
3. The Council's overall budget for Social & Emotional Wellbeing Needs grants totals £20,000 and is taken from the main, annual, Grant Committee budget of £50,000 as set by Full Council.
4. Chosen provider(s) should be working to address:
 - a. Social and Emotional well-being needs within Aylesbury Town and among its diverse communities.
 - i. Diverse communities" is not intended as a code for minority ethnic, but as a slightly friendlier way of saying "among its various sub populations", so that it would be in order to award an organisation which targeted, for example, children, elderly men, elderly Asian men, and so on, depending on the perceived need.
 - ii. The criteria excludes projects working solely to address physical health needs, although "social and/or emotional" probably well-being interventions may have measurable secondary physical health benefits.

5. Monetary limits for Social and Emotional Wellbeing Needs grants will not exceed £5000.
6. The grant application could be for the subsidising of staff costs (as that would include things like counselling services).
7. Organisations are encouraged to send a representative(s) to address the Grants Committee. No written documentation may be tabled at the meeting. The Grants Committee expect representative(s) to be fully conversant with the application contents and answer all Committee questions including accounts. If this is not possible it may lead to your organisation not being awarded a grant.
8. All grants will be conditional upon submission of audited accounts and supporting documentation detailing costs of capital expenditure, project or events for which the funding is being sought.
9. Only one application from any organisation per Committee session will be considered. Preference may be given to those groups/organisations that have not received grant funding from Aylesbury Town Council.
10. Retrospective grants will not be considered. All grant applications must be received no later than 20 working days before the next scheduled Grants Committee Meeting and before the date of the event.
11. The Town Council reserves the right to verify all details submitted in grant applications and/or by representative(s) at the Grants Committee Meeting. This may be undertaken before or after the Committee meeting where your application is considered. If this is necessary it may result in a delay in making a decision on the application. If false information is given, the Town Council reserves the right to refuse your application outright.
12. The Grants Committee reserves the right to monitor the application and use of any grant awarded and may withhold, withdraw or recover the grant if the purpose for which the grant is awarded ceases, or its aims and objectives vary to the extent that the application would not have been eligible for consideration at the time of the application. Any misuse of grant aid funds will result in appropriate legal action.
13. Where an organisation receives a grant it shall be on the condition that Members of the Town Council's Grants Committee may visit its premises, the site of the project and/or event.
14. Neither the Town Council nor the Grants Committee will enter into any correspondence regarding any decision made by the Grants Committee.
15. For a list of Grant Committee Meeting dates, please check the calendar on Aylesbury Town Council's website.

16. Aylesbury Town Council expects organisations to co-operate in gaining press and other publicity for events/facilities funded by the grant.
17. All grant applicants must complete and return a Grants Feedback within two months of the end of the project/event. Report must be received prior to another grant application being submitted
18. Recipients of more than £1,000 must use the Aylesbury Town Council crest following the protocol required and to use the Town Council's crest and the wording '*supported by Aylesbury Town Council*' on all their correspondence and in their publicity.
19. Advice on the criteria, set and agreed by the Council, should be sought from the Town Clerk or the Grants Committee Clerk.