SUMMARY OF KINGSWOOD TOWN COUNCIL'S COMMUNITY GRANT SCHEME 2024 to 2025

The Grants Pot

- Small Grants up to £500 (revenue only)
- Medium Grants up to £5,000 (revenue and capital)
- One Large Grant between £5,000 and £10,000 (capital only and over more than one financial year)

Deadlines for completed applications:

- **Summer Scheme**
  Monday 8th July 2024 for a Finance and Administration Committee meeting on 23rd July 2024
- **Winter Scheme**
  Monday 11th November 2024 for a Finance and Administration Committee meeting on 26th November 2024
- **Spring Scheme**
  Monday 10th February 2025 for a Finance and Administration committee meeting on 25th February 2025

How do I apply?

- Check that you are eligible
- Check that your idea is aligned with the purpose and priorities of the grant scheme
- Check the criteria
- Complete an application form
- Use the application assessment to strengthen your application
- Provide the necessary additional information
- Ask for help rather than struggle
- Get your form in before the above deadlines

Some things to not do!

- Do not canvas a member of staff or councillor
- Do not be late with your application
- Do not leave blanks to be completed at a later date
- Do not leave it to the last minute to make your application
- Don't rely solely on the funds from the town council for your project.
- Don't start your project before you have asked for the funding

Where do I get more information

- Phone the Town Clerk for an informal non-committal discussion before completing your form
- Ask your local councillor for further details: there is always a town councillor in the Kingswood Library at 11am on the first Saturday of each month
- Visit the website for further details:
  - www.kingswood-tc.gov.uk
- Email your completed application form to the clerk only:
  - clerk@kingswood-tc.gov.uk