

Substantial Project Fund

Terms and Conditions

The Substantial Project fund is open for applications once per year from not for profit groups working in Frome. Applications of up to £8k are invited for larger projects which show they are working to strengthen community cohesion, demonstrate economic benefit, utilise social capital and where possible focus on prevention in order to create long lasting change.

The projects will further support Frome Town Councils aspirations to build:

- A positive and inclusive town where no one gets left behind
- A clean, healthy and happy town
- A thriving and resilient community and local economy
- A town that actively encourages local people to participate in and feel ownership over ideas, spaces and assets
- A town which embraces innovation, takes risks, celebrates its successes and learns from its experiences.

Grants awarded by FTC are public money, collected as part of the town precept and we are accountable to local people for all expenditure. Therefore, we apply very stringent criteria to each application.

In order to qualify for consideration for this fund you will need to demonstrate:

1. The community need for this project; What is the issue you are looking to address and what is the evidence that supports this claim?
2. The financial need for this project; please tell us why it cannot be funded through other means, about your reserves policy and how the project will be sustainable in the future.
3. The benefit of this project to Frome residents; How will your project create long term change to the issue you have identified? How does your project directly benefit Frome residents?
4. How you will measure the success of the project; How you will measure the short- and long-term impact of your project?

Please complete the FTC Substantial Grant application form on line. There is also an opportunity here to upload additional supporting material which might include photos or a short film / sound recording (no more than 5 minutes long) to help you bring your project to life.

The form must be signed by two members of your management group and you will need to provide a copy of your most recent accounts, your annual report and your constitution in order to demonstrate you are a formally recognised as a not for profit organisation.

Successful applicants will be asked to agree to the following conditions in a letter of acceptance:

Monitoring and Reporting

Organisations receiving grants are required to report on how the funds are spent against the project criteria and budget breakdown. A form will be provided and you will be notified of the date by which it must be completed and returned.

Frome Town Council representatives will request to visit the project, to talk to staff, participants to gain a better understanding of its merits and benefits to local people.

Payment Requirements

- Grants should be spent for the purposes stated on the application only
- Frome Town Council reserves the right to recall any grant given to an organisation which ceases to operate during the financial year for which the grant has been given
- The Council reserves the right to request a copy of invoices/receipts as evidence that expenditure has been incurred and under spends may need to be returned

Publicity Requirements

- Frome Town Council expects its logo to appear on published information about the funded project and to be mentioned in press and associated publicity and will ask for evidence to be provided for monitoring purposes.
- For our own publicity material, the Council may require photos with agreement from participants and may use the name of the organisation and project
- Frome Town Council will publish grants awarded and summarise the projects using information contained in the grant application form.

The applicant must abide by all relevant laws and regulations. Frome Town Council reserves the right to request sight of the organisation's policies.

If the Council becomes aware of evidence of dishonesty or negligence which could bring the reputation of Frome Town Council into disrepute, action will be taken and the grant terminated.