

## **Reading Düsseldorf Association**

### Procedure for grants

The Reading Düsseldorf Association is willing to make grants to individuals and organisations in Reading in order to promote its own aims of developing contacts between people in Reading and Düsseldorf and of spreading knowledge of Düsseldorf among the people of Reading. In this definition, "Reading" and "Düsseldorf" include adjoining areas.

It will normally make grants on the following basis:

1. Grants will be for a specific event (including for example a visit to or from Düsseldorf, or a programme of activities, or a single event of any kind), the nature of which will be agreed between the Association and the applicant.
2. The grant will not exceed £500 for any one event.
3. The event will contribute to the aims of the Association identified above, and will be scheduled for completion within one year. It will normally involve people from both Reading and Düsseldorf.
4. The grant from the Association will substantially help to enable the event to take place, but will not usually cover the entire cost of the event.
5. The applicant will apply in writing to the Association describing the proposed event and how it satisfies these criteria, and identifying the amount of grant requested and the proposed sources of other funding.
6. The Association may make or refuse the grant or make a partial grant at its entire discretion, and may request further information about the application.
7. If the grant is approved, the Association will determine whether it is to be paid in advance of the event, or paid subsequently to reimburse costs.
8. Following the event, the applicant will report in writing on the event, identifying as far as possible how successful it was both generally and in relation to the Association's aims. The Association may publish the report or other information about the event in its Newsletter, on its website or in other ways. The Association may invite the applicant to talk to one of its meetings about the event.
9. The applicant will provide the Association with receipts or other evidence of how the grant was spent.
10. If the event is cancelled, or for any other reason the grant or part of it is not required, then any part of the grant not spent on the event will be repaid to the Association.
11. The Association may at its entire discretion make exceptions to the above rules where it is satisfied that this will help to achieve its aims.
12. The Association intends not to discriminate among applicants on any inappropriate grounds (such as gender, race, or religion).

If you are interested in applying for a grant, please contact the Chairman to discuss the proposed event.

9 October 2008