

## **GRANT POLICY**

The Town Council ('Council') has a small grants scheme which offers grants to community groups. The amount of money available is set annually in the budget of the Council.

### **Eligibility**

- Applications must be submitted by recognised "not for profit" community groups.
- Applications will not be considered from individuals.
- The Council will not normally support applications for day to day running expenses such as rates, gas or electricity costs; grounds maintenance; salaries; or rent/hire costs.
- The Council will consider applications for small scale capital expenditure such as purchase of special equipment.
- Only one grant will be awarded to an organisation in any one year, unless there are exceptional circumstances.

### **Procedure**

- At the January meeting each year the Town Council will publicise the Council's intention to make available an amount of money in the next financial year for the benefit of community organisations. Applications for grants should be made to the Council using the application form available from the Clerk.
- All applications must be addressed to the Clerk at the official council address. Applications sent directly to members of the Council will not be considered.
- The closing dates for all applications is the 15th May and 15th November each year. The Clerk will acknowledge all applications in writing within 14 days of receipt.
- The Council will notify successful/unsuccessful applicants in writing.

### **Submitting Applications**

- Applications **must** be submitted on the Council's application form. Any other format will not be accepted.
- The applicant/s must state clearly the purpose for which the grant is to be used. Successful applicants may use the grant only for the purpose stated on the application form.
- All applications must be accompanied with an up to date set of accounts and the organisation's current Constitution or Rules. A copy of the organisations latest bank statement may be requested.
- The Council may request the applicant/s to make a presentation outlining the project proposed and the benefits accruing to the community prior to the award of the grant.

### **After Receipt of Grant**

- Organisations awarded grants for specific capital expenditure must produce proof of expenditure within 12 months of receiving the grant. Any grant not spent within 12 months must be returned.
- Non-capital expenditure – i.e. for an event or forming a new community group, must be returned if the event is not held or the group not formed.
- Evidence of the benefit to the community from the grant must be submitted to the Council within 12 months of expenditure.
- The Town Council must be included in any publicity material.