

GRANT AWARDING POLICY

**Reviewed – November 2020
Updated – August 2021
Next Review Date – November 2021**

Grant Policy

1. Introduction

- a. Wainfleet All Saints Town Council will consider applications for grants from voluntary groups or charitable organisations.
- b. To qualify for an award the applicant must be able to demonstrate that any funding from the Town Council will benefit the Town, or residents of the Town.
- c. Grant applications will be dealt with by the full Council
- d. In determining the validity of an application the Town Council will refer to the following guidelines;

2. Applications will be considered for the following purposes:

- a. For the purpose of purchasing equipment either in part or in full
- b. For activities that raise the profile of the area.
- c. For the running costs of a viable group that is experiencing a period of hardship
- d. For hosting special events or celebrations
- e. For the provision of recreational facilities.

3. Conditions:

- a. Grants will not be awarded to individuals
- b. Additional applications within a 12 month period will not be considered
- c. The award must be for the purpose for which the application was made
- d. If the group is unable to use the award for the stated purpose, all monies must be returned to the Town Council
- e. All awards must be properly accounted for and evidence of expenditure should be supplied as requested. If the Town Council is not satisfied with the arrangements, they reserve the right to request a refund of monies awarded.
- f. Donations to Registered Charities in response to a general fundraising appeal may be considered if there is a benefit to residents of the Town.
- g. On completion of a project a letter of thanks should be sent to the council if possible, an acknowledgement of the Town Council's contribution should be made.
- h. The policy may be amended at any time by the Town Council following a motion having been published on the agenda beforehand being carried.
- i. Evidence of the benefit to the community from the grant must be submitted to the Council within 6 months of expenditure.

4. Eligibility:

- a. Any Charity, Voluntary Group or Community Organisation operating with the Town.
- b. Agencies that operate within the Town and are of benefit to the local community, with the following provisos:
 - i. The Town Council will not fund activities that it considers to be the responsibility of the Statutory Authority.
 - ii. Applications from schools for an activity that takes place within the school day will not be considered.
 - iii. The Town Council will not fund activities outside its powers and functions.

5. Submission of Application:

- a. Applications must be submitted by 30th October for consideration in the following year's budget.
- b. The application form must be completed in block capitals in black ink
- c. The applicant should retain a copy of the form.

Contact Details:

**Colin Cleary, Town Clerk
50 High Street, Wainfleet All Saints, Lincs PE24 4BZ**

Tel: 01754 228440 / 07511 392657

email: wastc@btinternet.com

Adopted by Wainfleet All Saints Town Council

Signed Mayor/Chairman

Date

INTENTIONALLY BLANK

Wainfleet All Saints Town Council



Grant Application form

Name of group/organisation	
Name on bank account (for cheque payments)	
Registered Charity/Charity Number	Yes / No
Contact name	
Position with the Group	
Contact name's home address	
Contact name's telephone number	
Contact name's e-mail address.	
Brief description of group and its aims	
What is the total cost of this project? Please provide details of how this figure is built up (attach a separate sheet if necessary).	
Have you applied, been promised or received Grants/Donations from any other sources for this project? If so who? How much has been requested?	
Number of members in the Group	
Number of members resident in Wainfleet All Saints	

Main income sources – please itemise	
Special/other considerations	
Date Grant required for	

Signature of applicant

Date.....

Official Use

Date application received	
Date of Council Meeting	
Grant Authorised	Yes/No
Resolution paragraph number	
Cheque no	
Date Paid	