

# **NEW MILTON TOWN COUNCIL**

## **POLICY AND PROCEDURES FOR AWARDING GRANTS**

**Applicants should carefully read the Policy and Procedures  
before making an application for a grant**

### **COUNCIL POLICY**

- 1) The Council will set an annual budget for grants and will adhere to it rather than exceed it. The total amount of Grant money available may vary from year to year.
- 2) Requests for Grants will only be accepted for consideration provided that the Council's "Application for Grants" form has been completed and appropriate information provided.
- 3) Applicants may attend the meeting and speak in support of their application and answer any questions that councillors may have about the project.
- 4) Grants awarded will not be made retrospectively or to individuals.
- 5) Applications for grants can be made at any time but consideration of grant applications of up to £500 are usually considered at the Finance & General Purposes Committee meetings in April and October.
- 6) Grant applications of over £500 may be deferred by the Council and considered at a later date if appropriate, eg until the following financial year that begins on 1 April.
- 7) The Council requires all recipients of Grants in excess of £500 to provide a written report of how the Grant money has been used within a year of receipt of the Grant. It may take the form of an annual report or set of accounts that clearly identifies the manner of spending. The written report must be deposited with the Town Clerk, and hence becomes a document which members of the public have a right to inspect under the provision of Section 228 of the Local Government Act 1972 (as amended).
- 8) The Council will not normally fund more than 50% of the cost of a project and evidence of other funding will be required (eg. contributions from the district or county council, local business sponsorship, other fundraising events such as jumble sales etc).
- 9) In the event of there being more applications than the Council has budgeted for, the successful applications may be scaled down to fit the budget, rather than deleting applications which merit a grant.
- 10) Grant recipients may be requested to provide evidence of purchase.
- 11) Recipients are asked to acknowledge Council support on stationery and other promotional material as appropriate.
- 12) The Council will consider only one application for each project in any one financial year, but organisations may apply for funding for more than one project within a financial year.
- 13) If the organisation making the grant application owns or leases property which other bodies hire for use, the Council will expect them to demonstrate that they make a distinction between not-for-profit and for-profit hirers in the rates they charge (businesses should not be subsidised with public funds).

14) Organisations that do not have Health & Safety, Safeguarding, and Equality & Diversity policies will, if deemed appropriate, be required as part of the conditions of grant aid to adopt a policy prior to the award of a grant.

**15) *Extended Grants***

Grants that run over a period of more than one year will not normally be considered. However, in exceptional circumstances the Council may consider such an application which should be supported by a business plan or a service plan in respect of the period for which a grant is being sought. Please contact the Town Clerk to discuss such arrangements.

**16) *Factors the Council will take into account when considering a grant application***

- a) Has the Council the power to make this grant?
- b) Will all or part of the Parish or all or some of its inhabitants benefit from this grant?
- c) Has the applicant demonstrated some degree of fund-raising on a 'self help' basis?
- d) Has the applicant applied to other authorities/sources of funding?
- e) If the applying group employs paid staff is it a registered charity?

## **GRANT APPLICATION PROCEDURES**

**1) *General guidance***

- a) The Council will not normally make Grants to organisations outside of the Parish, unless there are direct benefits to the Parish.
- b) Applications should be made for 'one-off grants' (ie, applications for small capital items or 'one-off' projects should not result in recurring expenditure to the Parish Council).
- c) Organisations employing staff must provide a full breakdown of staff and salaries.
- d) Applicants will be expected to show a degree of fund-raising on a 'self-help' basis.
- e) When the Council considers the grant application, the applicant may be required to attend the meeting to answer any questions councillors have about the project.

**2) *Grant Application Form***

Applicants must complete the Grant Application Form issued by the Council and submit it to the Town Clerk, together with any supplementary information. Original signatures required please.

**3) *Payment of Grants***

In the case of organisations/projects receiving a single grant from the Council, only they have the choice of a single one-off payment, OR the funding can be held by the Council and released by the Town Clerk on an authorised request (ie authorised by the Chairman of Council and the Responsible Financial Officer).

In the case of organisations/projects in receipt of match-funding of which the Council is one of the partners/funding agencies, the Council will pay its contribution against an invoice.

The Council has to conform to the requirements of VAT legislation applicable to Local Authorities.

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### GRANT APPLICATION FORM

Please read the Council's Policy and Procedures for Awarding Grants before completing this form.  
(You may use a continuation sheet if necessary)

Name of organisation making the application:		
Name of person to whom correspondence should be addressed:	Address for correspondence:	
	Post Code:	
Payee for Grant Cheque:	Daytime Tel:	
Details of the organisation, ie what does it do?		Amount of Grant applied for:
What is the Grant for and who will benefit? (Give details of the project)		
Have you applied to any other body for a grant towards this project? (If yes, please give details)		
How else do you raise income? (Give details of subscriptions, fund-raising, contributions "in kind" etc)		
What age groups do you cater for?	Total Membership:	Are you a registered charity? If yes, please provide your number.
<b>Signature of Responsible Adult:</b> (Chairman, President, Leader)  <b>Date:</b>	<b>Bank Details</b> Account Name:  Sort Code:  Account Number:	<b>For Council use only</b>

**You must attach the following to your application:**

Copy of: Last year's accounts, Minutes of your last AGM, Health & Safety Policy, Safeguarding Policy, and Equality & Diversity policy, and current Constitution or Rules.