



CREWKERNE TOWN COUNCIL

Grant Applications Policy

1. Introduction

The following policy sets out how Crewkerne Town Council (referred to hereafter as “the Council”) considers and makes grant awards.

2. Applicability

- a. The Council will consider grant applications from local voluntary organisations, community groups, charities and sports/recreational clubs.
- b. The Council will give preference to applications from within the Parish of Crewkerne. However, applications from outside the Parish may be eligible for consideration, if they can demonstrate direct benefit to the Parish of Crewkerne.
- c. Grants will not be awarded to any commercial venture or for private gain or to an individual person.
- d. Retrospective applications will not normally be funded.

3. Criteria for awarding grants

The Council will assess each application on its own merits, taking into account the benefit to the town and/or its residents.

4. Process for making grant applications

- a. Grant applications are invited during September (but see c. below) and this will be publicised through the Council’s newsletter, website and notice boards.
- b. Following the closure date for applications, all submitted applications will be considered by the Policy & Resources Committee, with the Committee’s recommendations being considered for ratification by a subsequent meeting of the Full Council, as part of the Councils’ annual budget setting process. Applicants will be informed of the outcome of their application by the end of January.
- c. The Council will consider applications received at other times of the year, subject to allowable budget constraints.
- d. Grant applicants would normally be required to collect their grant cheque at the Annual Meeting of Electors (held in March or April). Applicants may also be asked to give a short presentation.

5. Grant award conditions

- a. The grant award must be used for the purpose for which the application was made.
- b. If the Council agree grant funding for a project which subsequently does not go ahead, the Council will withdraw the offer of funding.
- c. If a grant award is being sought for a project involving other sources of funding, the Council may require confirmation that these funding sources are in place before releasing the grant funds.
- d. The Council must be credited in any publicity arising as a result of the award of a grant.