

## Grant Awarding 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. Who can apply?

- i. Voluntary organisations, community groups or social enterprises operating on a not-for profit basis for the benefit of the community of Crewkerne.
- ii. Organisations must have some form of management committee/steering group and a bank account with at least 2 signatories.
- iii. Whilst schools may not apply, PTAs/school associations may apply for a grant to cover extra-curricular activities providing the funds are ring-fenced and applicants have a separate bank account and constitution.
- iv. If an organisation has previously received a grant from the Town Council, a report on grant expenditure must have been provided before a new application can be considered.
- v. Only one grant may be received within each financial year, as we wish to be able to distribute funds to a many people as possible. If your organisation is a branch of a larger organisation, it should have a separate committee, constitution and bank account and a specific brief for activities benefitting the community of Crewkerne.

#### b. Who may not apply?

- i. Individuals.
- ii. Organisations with projects which operate outside Crewkerne and do not clearly evidence how they will directly benefit the Crewkerne community.
- iii. Commercial ventures.
- iv. Statutory organisations or groups controlled by public sector organisations such as Local Authorities or Primary care Trusts.
- v. Schools.
- vi. Projects/activities that promote one particular faith or religious belief, although the grant could support a faith group delivering something that is open to all.

### 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.

Retrospective applications will not normally be funded.

### 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 agrees grant funding for a project which subsequently does not go ahead, the Council will withdraw the offer of funding. If the group ceases to operate before funds have been spent or if the project does not proceed as planned, the grant will have to be repaid in full.
- c. A grant may only be used for the purpose set out in the application form and it cannot be given to any other group.
- d. 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.
- e. The Council must be credited in any publicity arising as a result of the award of a grant. For our own publicity material, the Council may require photos with agreement from the participants and may use the name of the organisation and project.

Adopted at Full Council meeting 27 February 2017 Min. No. 16/17 202

Reviewed and amended at Policy & Resources Committee meeting 8 August 2022 Min. No. 22/23 5c.