

## 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.

The Council may also make grants which are non-monetary in nature, for example the free use of a room or venue, administrative support or time or other type of support.

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. Applicants may be asked to give a short presentation on their project at the Annual Meeting of Electors in March or April.

#### **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.

#### **Version Control:**

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.

Reviewed and amended at Policy & Resources Committee meeting 10 June 2024 Min. No. 24/25 006a.



## APPLICATION FORM FOR GRANT 2026

Please fully complete and return to: Town Clerk, Town Hall, Market Square, Crewkerne, Somerset, TA18 7LN by **1pm on Friday 3rd October 2025**. Applications received after this date may be rejected.

Please review the Crewkerne Town Council Grants Policy for guidance on and conditions of grant applications.

		Office use only
<b>Name of organisation/club:</b>		
<b>Contact name:</b>		
<b>Position held:</b>		
<b>Address:</b>	Postcode:	
<b>Daytime phone number:</b>		
<b>E-mail address:</b>		
<b>Purpose of your organisation:</b>		Y/N
<b>Please confirm that your organisation's constitution or rules have been attached:</b>	<input type="checkbox"/> YES <input type="checkbox"/> Not applicable	Y/N
<b>Is your organisation a registered charity?</b>	<input type="checkbox"/> YES, registration number: _____ <input type="checkbox"/> NO	
<b>Amount requested from Crewkerne Town Council:</b>		Y/N
<b>Is the grant requested to cover:</b>	<input type="checkbox"/> Small project, event or acquisition under £1000 <input type="checkbox"/> Large project or event <input type="checkbox"/> Service or building running costs <input type="checkbox"/> Construction projects	
<b>Briefly outline the event/project the grant would fund:</b>		Y/N
<b>Where will your project take place?</b>		Y/N

Office use only	
Complete?	
Outcome	
Award	£
Date paid	



<b>Please provide your project start and end date:</b>		Y/N
<b>How would this grant benefit Crewkerne and its community?</b> Please tell us about how you intend to manage the project / event and the benefits this will have for Crewkerne and its residents  <b>This is your opportunity to “sell” your project to the Council</b>		Scored
<b>What evidence is there to support the need for your project?</b> Please provide evidence of needs for your project e.g. letters of support, statistics.		
<b>Have you considered the environmental impact of your project?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
<b>How many people will benefit from your project/event?:</b>	Approx. % from Crewkerne:	
<b>Will the event/project be accessible to all Crewkerne residents?</b>	<input type="checkbox"/> YES, Publically available / accessible <input type="checkbox"/> YES, Limited spaces available (e.g. limited ticket sales, space, capacity or access) , please specify: _____ <input type="checkbox"/> NO	
<b>Does your project specifically target any groups?:</b>	<input type="checkbox"/> YES – Please specify <input type="checkbox"/> NO	
<b>Do you have a Safeguarding Policy?:</b>	<input type="checkbox"/> YES – Please attach <input type="checkbox"/> NO <input type="checkbox"/> N/A	Y/N
<b>Please select two of the success measures you will provide to the town council if grant is awarded:</b>	<input type="checkbox"/> Statistics on attendance / engagement <input type="checkbox"/> Photographs of the project <input type="checkbox"/> News clippings showing coverage <input type="checkbox"/> Accreditations <input type="checkbox"/> Participant quotations	
<b>Have you have had a Town Council grant within the last 5 years?:</b>	<input type="checkbox"/> YES Date _____ <input type="checkbox"/> NO	Y/N

<p><b>For applications outside of the normal funding window, as per the policy, please explain why this is the case here:</b></p>		Y/N
<input type="checkbox"/> Not applicable		

<b>What is the total cost of project/activities for which assistance is sought?</b>			Y/N	
Item	Amount (£)	Quotation attached?		
		<input type="checkbox"/> YES <input type="checkbox"/> NO		
		<input type="checkbox"/> YES <input type="checkbox"/> NO		
		<input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>Total cost for project</b>				
<b>Please supply details of sources of income for the project including gifts or donations in kind.</b>				
Funding Source (e.g. ticket sales, lottery grant, self-funding)	Amount (£)	Secured (please tick)	Y/N	
		<input type="checkbox"/> YES <input type="checkbox"/> NO		
		<input type="checkbox"/> YES <input type="checkbox"/> NO		
		<input type="checkbox"/> YES <input type="checkbox"/> NO		
		<input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>Total income for project</b>				
<b>Please confirm that your latest accounts are attached</b>		<input type="checkbox"/> YES		Y/N
<b>Declaration</b> I confirm that : <ul style="list-style-type: none"> <li>I have read and will comply with the Crewkerne Town Council Grants Policy</li> <li>All information within this application form is accurate to the best of my knowledge</li> <li>I am authorised to apply for funding on behalf of the organisation/group</li> </ul>			Y/N	
<b>Signed:</b>				
<b>Date:</b>				