

## Grant Awarding Policy



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The Town Council grants/donations policy is as follows:-

**New Applicants:** The Town Council awards a small number of grants/donations to locally based non profit making organisations, groups and charities which provide benefit to the Council area. Applications from individuals or profit making organisations will not be accepted.

To apply for a grant please contact the Clerk for the short application form.

Applications will be considered throughout the year except for requests of £250 or more which will be considered at the January precept meeting. Applications for over £250 must therefore be received by the 30<sup>th</sup> November unless there are exceptional circumstances.

Grants/donations may be used for a specific project, capital purchases or general running costs. Funding must be used for the purpose stated and unspent monies should be returned to the Council.

Successful applicants will be asked to provide a short explanation of how the money was spent. Applicants for grants of £250 or more should provide copies of their latest annual accounts.

In the interests of equal opportunities Groups/Projects should be open to all who want to be involved, unless there is a good reason for this not to be the case. If there are restrictions on who can be a part of a group then an explanation should be provided.

Please contact the Clerk for more information or to discuss an application.

### **Existing Applicants:**

For existing grants of £250 or more, recipients will be asked for copies of their annual accounts and to complete a short form detailing what the award has been used for and for confirmation that the award is required for the following financial year.

For existing grants under £250, recipients will be asked to complete a short form detailing what the award has been used for and for confirmation that an award is required for the following financial year. Submission of accounts is not required.

Adopted July 2019. To be reviewed annually by Working Group and approved by Full Council.

Data Protection Statement: the Council will be collecting and holding data about applicants (including names and addresses) and so makes the following statement: The council may share your information with auditors, accountants, and government bodies in the interests of safeguarding public funds. It may be used in Council documents, social media etc. By applying for financial assistance you are agreeing to this use of your personal information. It will not be used for any other purpose.