



GRANT AWARDING POLICY

1. Introduction

A grant is any payment made by the Council to be used by an organisation for a specific purpose that will benefit the town, or residents of the town, and which is not directly controlled or administered by the Council. The Council awards grants, at its discretion, to town organisations which can demonstrate a clear need for financial support to benefit the town by:

- i. Providing a service
- ii. Enhancing the quality of life
- iii. Improving recreation and/or sports
- iv. Improving the environment
- v. Promoting the town of Stalham in a positive way

2. Grant Application Process

2.1 The Clerk to the Council will receive all applications in the first instance and will then collate all the necessary information from the applicant ready for presentation and discussion at the appropriate Council meeting.

2.2 Applicants will be required to complete an application form, available from the Town Council Office or the Stalham Town Council website. All questions on the application form should be fully answered and additional appropriate information, which supports the application, should be provided.

2.3 In addition to the application form organisations will be required to provide the following supporting information:

- i. A copy of their written constitution or details of their aims and purpose
- ii. Full details of the project or activity (including proof of costs, estimates, quotes etc)
- iii. Demonstrate that the grant will be of benefit to the local community with the town
- iv. Demonstration of a clear need for the funding
- v. Copy of the latest bank statement.

2.4 The Council will make the decision on which grants to award annually at March or April's Full Council meeting. All applicants will be contacted following the Council's decision.

3. Conditions of Funding

3.1 The organisation must be either non-profit or charitable. Applications will not be considered from private organisations operated as a business to make a profit or surplus.

3.2 Grants will not be made to projects that discriminate on any grounds.

3.3 Grants will not be made to individuals.

3.4 Grants will not be made retrospectively.

3.5 Applications will not normally be considered from national organisations or local groups with access to funds from national “umbrella” or “parent” organisations, unless funds are not available from their national bodies; or the funds available are inadequate for a specified project.

3.6 An organisation should have a bank account in its own name with two authorised representatives required to sign each cheque.

3.7 The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for, and evidence of expenditure should be supplied to the Council by the end of December in the year which it was awarded.

3.8 Only one application for a grant will be considered from each organisation in any one financial year.

3.9 On-going commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.

3.10 Each application will be assessed on its own merits.

3.11 The Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.

3.12 Any grant must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change in use of the grant monies, and that any unspent portion of the grant must be returned to the Council by the end of December in the year which it was awarded.

3.13 The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.

3.14 Nothing contained herein shall prevent the Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.

3.15 Councils' contribution will be subject to Council's award plaque being displayed on site or relevant digital platforms.

STALHAM TOWN COUNCIL

GRANT APPLICATION FORM

Deadline for applications 31st March 2025

To be completed and submitted with the supporting information required as per the Grant Application Process (2.3) of the Grant Awarding Policy.

Failure to produce supporting documentation (2.3) may result in the grant application being void and will not be considered by Council.

Name of organisation:	
Name, address, and position of contact in the organisation:	
Telephone number and/or email address of contact:	
Bank Details	
Is the organisation a registered charity? If yes, charity number Yes/No	
Amount of grant requested?	£
For what purpose or project is the grant requested?	
What will be the cost? If applying for other grants/matched funds for the project, please provide details:	£
When will the money be spent?	
Who will benefit from the project?	

I also understand that my details will be held on file, and I have the option to opt out of my personal information being held at any time.

If you require assistance in completing the application form or submitting the supporting information, please contact a Councillor or the Clerk to the Council:

The Clerk, Town Hall, 74 High Street, Stalham, NR12 9AS

Tel: 07881 638145 Email: clerk@stalham-tc.gov.uk

Name (in capitals):

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Signed: Date: