

## **GRANT AWARDING POLICY**

### **1. Introduction**

A grant is a payment made by the Council to support a specific project that benefits the town or its residents.

- 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 must complete the application form (available from the Town Council office or website) and provide all required supporting information.

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.
- vi. Inform Council if you are VAT registered.

2.4 The Council will make the decision on which grants to award annually at March or April 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 operating 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 given to individuals.
- 3.4 Grants will not be made retrospectively.
- 3.5 Grants will not be made for running costs, i.e insurance, electricity bills etc unless you are a startup group.
- 3.6 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.
- 3.7 An organisation should have a bank account in its own name with two authorised representatives required to sign each cheque.
- 3.8 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 31<sup>st</sup> December of the year the grant was given.
- 3.9 Only one application for a grant will be considered from each organisation in any one financial year.
- 3.10 On-going commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
- 3.11 Each application will be assessed on its own merits.
- 3.12 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.
- 3.13 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 the financial year in which it was awarded.
- 3.14 The Council may make the award of any grant or subsidy as it is considered appropriate in the event of any unforeseen urgent event.
- 3.15 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.
- 3.16 Councils' contribution will be subject to Council's award plaque being displayed on site or relevant digital platforms.

# **GRANT APPLICATION FORM**

## **Deadline for applications 31st March 2027**

To be completed and submitted with the supporting information required as per the GrantApplication 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 inorganisation:	
Telephone number and/or email address ofcontact:  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 the cost be? If applying for other grants/matched funds for the project, pleaseprovide details:	£
When will the money be spent?	
Who will benefit from the project?	
Are you VAT Registered	

I also understand that my details will be held on file, and I have the option to opt out of mypersonal 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):

.....

Signed: ..... Date: .....

## **GRANT CHECK LIST**

Ensure you have included the following:

1. A copy of their written constitution or details of their aims and purpose
2. Full details of the project or activity.
3. Quotes, proof of costs or estimates.
4. Demonstrate that the grant will be of benefit to the local community with the town
5. Demonstration of a clear need for funding
6. Copy of the latest bank statement.
7. Inform Council if you are VAT registered.