



# Battle Town Council



## GRANT AWARDING POLICY

Battle Town Council sets aside a sum of money each year to be awarded in grants to organisations for projects that will be of benefit to the residents of our Parish. This policy document has been drawn up to demonstrate a fair and transparent process for grant awards.

The Council can only award grants using certain legal powers; specific powers allow the Council to provide funding for specific activities or projects which Members feel will be of benefit to the Battle Town Council area, including Netherfield, e.g. grants to a sport club, for a music festival or towards community celebrations of special events such as the Queen's Diamond Jubilee. Where no other power is available, the Council may decide to use its power under Section 137 of the Local Government Act 1972, to award a grant where it feels that to do so will benefit **some or all of its residents or some or all of the area.**

To qualify for a grant, an organisation must first complete a grant application form and submit it to the Town Clerk. The applicant must be able to demonstrate that any funding provided by the Town Council will be of benefit to the Town Council Area, including Netherfield, or its inhabitants. The Town Council will not normally make grants to organisations outside of the Town Council area unless it can be demonstrated that there are direct benefits to the Council's area. **Applications should be for 'one-off' grants which will not result in recurring expenditure to the Town Council.**

Other factors that the Town Council will take into account when considering a grant application include;

- Whether the Town Council has the power to make this grant.
- Whether the applicant has demonstrated some degree of fundraising on a "self-help" basis.
- Whether the applicant has applied to other bodies for funding for the same project.

The Town Council will consider grant applications twice yearly at Full Town Council Meetings in June and December. In the first instance grant applications will be considered by the Finance and General Purposes Committee meeting that precedes the June and December Full Council meetings. Applications will need to have been received by The Council at least 14 days prior to this meeting to be considered. Grants can only be awarded by resolution of the Full Council and are dependent on the availability of funds and the suitability of the application. Grants will not be made retrospectively and cannot be made to individuals.

From time to time Battle Town Council may decide to invite grant applications for projects that are guided by the specific objectives of the Council's Committees.

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## **Procedure**

1. Grant requests must be supported by a completed Battle Town Council Grant Application Form.
2. Completed application forms and any supporting documentation should be returned to the Town Clerk at Battle Town Council, The Almonry, High Street, Battle, East Sussex TN33 0EA.
3. The Town Council would welcome a representative at the relevant meeting to answer any questions which may arise whilst the grant is being considered.
4. If successful, the grant is made in a single payment.
5. After the grant has been awarded, the Town Council requires feedback in the form of a statement of how the money was used.
6. Details of which organisations have received a grant during the year are included in the Finance report given at the Annual Parish Assembly each year.

## **Terms and conditions**

1. The amount of the award will be at the discretion of the Town Council
2. All applications will be considered on their merits, but in general grants will be awarded for capital projects, such as the purchase of equipment, works to buildings, improvements to premises. In addition the Council may support a community event, festival or other special event. Grants towards running costs, salaries or consumables, may be considered in **exceptional** circumstances.
3. Grants will be awarded to voluntary groups and societies, clubs, not-for-profit organisations, charities operating in the Battle Town Council area where the benefit will be for the this area.
4. Grants **will not be awarded** to individuals or to regional or national charities unless it is for a specific project in the Battle Town Council area or where there will be obvious benefit to the Council's area.
5. The purpose for which the grant is made must be in the interest of the Battle town Council area or any part of it or all or some of the inhabitants of the area which is defined by the boundaries of the Town Council. The benefit to the area or inhabitants must be commensurate with the expenditure.
6. Groups from outside the Town Council area who can demonstrate direct benefit to the area are eligible to apply.
7. The Town Council will take into account any previous grant made to an organisation or group when considering a new application.
8. Grants will not be awarded to or for any commercial venture for private gain.
9. Retrospective applications will not be funded where the expenditure had been made, the project has been carried out or the event has taken place.

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- 10.** All grants will be conditional upon submission of audited accounts and supporting documentation detailing costs of capital expenditure, project or events for which the funding is being sought.
- 11.** All grant recipients are required to provide the Town Council with a brief report, including photographs where appropriate, of how the grant has been utilised, how it has assisted the organisation or group and what it has achieved. This must be submitted within two months of the purchase of the capital equipment or completion of the project.
- 12.** If the grant is put to purposes other than those for which it was awarded without the prior approval of the Town Council, the recipient organisation or group will be required to repay the grant to the Town Council.
- 13.** The organisation or group should supply such information as the Town Council may request regarding the impact of the project on the Town Council's area.
- 14.** Recognition of the grant from Battle Town Council must be made in any publicity.
- 15.** Organisations are welcome to apply for grants in subsequent financial years, regardless of the outcome of previous applications.
- 16.** Any refusal of a grant application, for whatever reason, is not to be taken as a comment by the Council on the worthiness of the cause or the work of the organisation.

## **How will the application be assessed?**

- 1.** How well the grant will meet the needs of the community, providing positive benefit to the inhabitants.
- 2.** How effectively the group will use the grant
- 3.** Whether the costs are appropriate and realistic
- 4.** What level of contributions has been, or will be, raised locally
- 5.** Whether the organisation or group could reasonably have been expected to obtain sufficient funding from another, perhaps more appropriate source.
- 6.** How the organisation or group is managed, as indicated by the constitution.