

Sheringham Town Council

Grant Awarding Policy and Procedure

Introduction to Policy

A grant is any payment or gift made by the Town Council to an organisation for specific purpose that will benefit the Town, or its residents and which is not directly controlled or administered by the Town Council.

The law required that Section 137 grants must be “in the interests of or will directly benefit the area or its inhabitants, or any part of it, or some of it” and “the direct benefit should be commensurate with expenditure”. Similar considerations will apply when considering application for other grants.

Policy

The Town Council awards grants, at its absolute discretion, to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Town by:-

- Providing a service,
- Enhancing the quality of life,
- Improving the environment, and promoting the Town in a positive way.

The Town Council will NOT award grants to:-

- Private individuals
- Commercial Organisations,
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide,
- “Upward funders”. i.e. Local groups where fund-raising is sent to a central HQ for redistribution.
- Political parties,
- Religious organisations: unless for a purpose which does not discriminate on grounds of belief.

The list is not exclusive, and may be added to at the Council’s discretion.

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

Ongoing commitments to award grants in future years will not be made, a fresh application will be required each year; this will be at the discretion of the Council.

Grants will not be made retrospectively.

Application Procedure

Organisations requesting financial assistance for amounts in excess of £500 are required to submit by 1st November, at the latest, in the year preceding their funding requirement.

- A completed application form and letter.
- Copies of their last year end accounts,
- The number or percentage of member that belong to the organisation and that live within the Sheringham area,
- Details of any restrictions placed on who can use/access their services,
- Confirmation (on the application form) that it agrees with the Town Council's Equal Opportunities Policy, or give details of their own policy.
- Confirmation of, and details that an active Youth Policy is being pursued.

Organisations will normally be expected to have clear written aims and objectives, a written constitution, and a separate bank account controlled by more than one signatory.

For grant requests for projects costing over £3,000 the Town council will require that the organisation has robust tendering regulations, eg. Obtaining a minimum of three tenders. The Town Council reserves the right to request proof of the tender process. Projects notified and included in the Town Councils budget will only have the funds release on completion of the work.

Whilst the Town Council wouldn't normally consider application for Capital Projects, any such application will require a more substantial case with supporting evidence of community benefit. For these grants, the Council will expect to see some form/evidence of other third party funding.

All grants awarded will be subject to regular 'report back' to Sheringham Town Council as to progress and/or community benefit.

Assessment Procedure

At the Town Council's specific annual budgeting meeting an amount will be set from which grants will be awarded following the following financial year. This amount will principally be for grant requests that have already been received by the Town Council in accordance with the application procedure, and which it envisages may be granted. Any amount included within the budget for an application amount does not guarantee an award: a decision upon an award will remain for approval by Sheringham Town Council at the appropriate meeting. An additional amount will be reserved from which other grant requests (up to £500) may be made. A maximum award of £500 only for such unplanned applications will be considered. Once the grants budget is exhausted, the Town Council will only consider emergency requests for assistance, and generally only from other organisations with whom it has close links.

An unplanned grant request, once received in writing, will be considered at the next meeting of the Town Council.

Each application will be assessed on its own merits. However, to ensure as fair distribution as possible of available funds, the Town Council will take into account the amount and frequency of any previous awards, and the geographical spread within the Town. Due account may also be taken of the extent to which funding has been sought or secured from other sources or fund raising activities.

The Town Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate, or against the objectives of the Council.

Nothing contained herein shall prevent the Town 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.

Successful Applications

A grant award must only be used for the purpose stated on the applications. If the organisation is unable to use the money, or any part of it, for the purpose stated, then all monies or unexpended part of such monies must be returned to the Town Council. The Town Council may request proof of expenditure.

Organisations receiving grants are required to advise their users/members that the grant or equipment has been received from Sheringham Town Council. Where appropriate, Sheringham Town Council may require a notice to be affixed.

Where equipment is gifted to an organisation, Sheringham Town Council requires that it be insured and maintained at the expense of the user.

Sheringham Town Council

Grant Application Form

Please complete this form and attach the relevant information and send to:

The Clerk to Sheringham Town Council

Name of Organisation	
Contact Details Position within Organisation Telephone Email	
Is your organisation a registered charity?	
If yes, charity number	
Project for which grant is required (A covering letter is also required)	
Total Cost	
Have any funds been requested from other sources?	
Success/failure of application, and amount requested	

Amount of grant requested from Sheringham Town Council	
When are the funds required?	