



Stalbridge Town Council

## **GRANT AWARDING POLICY & PROCEDURE**

### **INTRODUCTION**

A grant is any payment made by the Town Council to 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 Town Council.

The Town Council is also legally able to make grants to registered charities under Section 137 of the Local Government Act 1972 which states that donations can be spent for the benefit of part or all of the community but not an individual, and that grants must be commensurate to the benefit, representing value for money and being fairly distributed. The Town Council makes provision for awarding grants within its annual budget.

In all cases the following shall apply:

### **POLICY**

The Town Council awards grants, at its absolute discretion, to not-for-profit, charitable or volunteer organisations or worthy causes 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
- Promoting the Town of Stalbridge 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 unless such duty is devolved to the community.
- Political parties
- Religious organisations unless for a purpose which does not discriminate on grounds of belief.
- Any organisation which in the view of the Town Council has racist, extremist or other policies which the Town Council deems to be unacceptable.
- Publicise or promote any organisations

This list is not exclusive and may be added to at the council's discretion.

Only one application for a grant will be considered from an 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.

Grants will not be made retrospectively or be made once work on a project has already commenced.

The Hub@Stalbridge, Station Road, Stalbridge, Sturminster Newton, Dorset, DT10 2RG.

Telephone 01963 364276. Email: [clerk@stalbridgetowncouncil.gov.uk](mailto:clerk@stalbridgetowncouncil.gov.uk)

Online contact form at [Contact Stalbridge Town Council](#)



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## GRANT APPLICATION PROCEDURE

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.

Organisations requesting financial assistance are required to submit the following, addressed to:

The Clerk to the Council, Stalbridge Town Council, Thehub@Stalbridge, Station Rd, Stalbridge DT10 2RG by 31st November at the latest, in the year preceding their funding requirement:-

- A completed application form available from the Town Council Office or completed on the Town Council web site.
- Any relevant, supporting information required as per the application form
- Full details of the project or activity
- A copy of their last year end accounts and demonstration of a clear need for funding
- Evidence that the organisation has sought funding elsewhere and is not asking the Town Council to be the full donor
- For new initiatives, a detailed business or project plan
- A copy of their constitution or details of their aim or purpose
- The number, or percentage, of members / users of the organisation and that live within the Stalbridge Town Council Area
- Details of any restrictions placed on who can use/access their services
- Evidence that the project actively promotes equal access for all

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

In addition applicants may be asked to provide an organisation chart, list of all those who have a significant or controlling interest or verifiable 3rd party references (good standing, previous experience etc.)

Where additional information is required in order to consider the grant application, applicants may be invited to meet with the Council to further discuss the application, prior to the grant being determined by Full Council.

We also need to understand the likely impact of your project, particularly at times when there is significant competition and not all grant requests can be met, so providing details of the outcomes will help us in determining priorities.

## ASSESSMENT PROCEDURE

1. Each year, when the budget is set in January (at a full Council meeting) grant requests that have already been received by the Town Council in accordance with the application procedure will be considered. The total value of grants awarded forming part of the precept request.

2. Once the grants budget is exhausted, the Town Council will only consider emergency requests for assistance.

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3. Only complete applications will be considered the PC office will not progress applicants for information that is missing.
4. Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the Town Council will take into account the amount and frequency of any previous awards. Due account may also be taken of the extent to which funding has been sought or secured from other sources or fund-raising activities.
5. The Town Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Town Council reserves the right to refuse any grant application which it considers to be inappropriate, or against the objectives of the Council.

### **CONDITIONS OF FUNDING**

1. A grant award must only be used for the purpose stated on the application unless the written approval of the Council has been obtained for a change in use of the grant monies prior to the work being commenced.
2. Acknowledgement of the grant must be made in all publicity, notices or other information citing 'Stalbridge Town Council' and where appropriate, the Town Council logo as appears at the heading of this Policy.
3. Any requests by the Town Council for information from the organisation for its own purposes should be complied with and responded to within the timescales given.
4. 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.
5. Organisations receiving grants are required to advise their users/members that the grant has been received from Stalbridge Town Council. Where appropriate, the Town Council may require a notice to be affixed.
6. Recipients will be responsible for administration and accounting for any grant. All awards must be properly accounted for and evidence of expenditure should be supplied to the Town Council as requested.
7. Acceptance of a grant will be taken as permission for the Council to publish details of the grants in its newsletter / web site.
8. All applicants will be contacted in writing following the Council's decision. 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 or under the provisions of the Order 2012 or the Local Government Act 1972 Section 137.



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Policy Adopted: 16.11.22

Minute Ref: Item 7.

Please contact the TC office (details below) for application forms

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