



# Grants Policy & Procedure

Approved By the Town Council 19 December 2022

Reviewed & Amended 13 May 2024

This policy sets out the Town Council's policy and procedure regarding the awarding of grants

## Introduction

North Petherton Town Council has a small budget each year to provide financial support to **local** organisations who have charitable objectives and operate on a not-for profit basis; the support can be towards the cost of running the group, projects or events provided that there is a clear, direct benefit to people who live within the area covered by North Petherton Town Council.

*Note: in this context local means that the organisation is based within the North Petherton Town Council area or that it provides services / activities specifically for people who live within the area covered by North Petherton Town Council.*

Grants awarded through this process are drawn from a limited budget and are intended to attract applications for limited amounts. Support for larger projects can be discussed outside of the regular grant making process and such enquiries should be directed to the Town Clerk. A grant application should not exceed 50% of the total cost of the project and, apart from in exceptional circumstances, only one application from an organisation will be considered per calendar year.

The Town Council will need to be satisfied that the grant money will be used effectively and that it is well managed; where external suppliers are being used multiple quotations i.e. at least 2 and preferably 3 should be obtained. If the application is successful, the Town Council will expect its contribution to be acknowledged in **all** publicity about the project. Town Councillors may wish to visit the project/scheme and the Town Council will require written feedback at the conclusion of the project or after 12 months of receiving the grant, detailing how the money has been spent and describing how the objectives were achieved. Reports should be accompanied by supporting evidence where appropriate failure to comply with this condition will result in future applications being rejected.

## Who Can Apply?

Any organisation based in the area covered by North Petherton Town Council and/or providing direct benefit to residents of the area covered by North Petherton Town Council can apply to the Town Council for a grant.

Grants to national organisations will only be made to local branches where the grant can be seen to directly benefit residents of the area covered by North Petherton Town Council.

Grant applications will NOT be considered from:

- Private business ventures
- Other local authorities
- Any political body
- Pressure or lobbying groups

Grants are not usually awarded for money making or sales ventures but this may be relaxed in exceptional circumstances.

1. The Town Council will consider making grants to voluntary, non-profit making groups and organisations operating in its area in the following circumstances:
  - a. Where the grant will facilitate the provision of sports, recreational and social facilities;  
(*Local Government Miscellaneous Provisions Act 1976*)

- b. Where the grant will be in the interests of, or bring direct benefit to, the area or its inhabitants (*Sec 137 Local Government Act 1972*); or
- c. Where the grant represents a cost-effective way of providing a service which could be provided by the Town Council or meeting one or more of its policy objectives.

Grant applications will not normally be considered from organisations who have already received a grant in the same financial year.

The Town Council requires any organisation applying for a grant to comply with the spirit and letter of the law in respect of providing an equal and non-discriminatory service to all those eligible for its services. Any evidence that this is not the case will disqualify an organisation from being offered a grant, or of a grant has already been offered will result in the offer being rescinded.

The law does not allow the Town Council to give grants to individuals.

### **What Can A Grant be used for?**

A grant can be used for a project, activity, event, or service provision.

The Town Council would normally expect its grant to support a project rather than to meet administrative expenses.

Other than in exceptional circumstances the Town Council will not fund:

- Running costs
- Projects which are properly the subject of statutory funding
- Retrospective applications

### **How to Make a Grant Application**

1. There will be two or three grant rounds in each financial year, the timing of which will be determined by the Town Clerk, but there will be an advertising period of at least 2 months for each tranche. Any grant applications received after the advertised closing date will not be considered during that funding round.
2. The Town Council will look at each application on its merits, but will expect the application to show how the project / service will benefit the community. The application should also show that reasonable efforts are being made to raise the balance of funding and how value for money is being achieved..
3. Applications should be submitted on the Town Council's grant application form which is available from the Town Council office and the Town Council's website. Application Forms must be accompanied by the following documents:
  - the most recent audited or certified accounts including the balance sheet
  - a copy of the organisation's constitution or rules
  - information that demonstrates the project / activity / event / service has been sensibly costed and planned
4. Applications should be submitted electronically in a typed format unless agreed differently with the Town Clerk.

5. If you are in any doubt, contact the Town Council office and ask for help or guidance.

### **What Happens Next?**

All grants are considered on their merits, usually by the Strategic Development and Finance Committee. Members of the Committee will be provided with a copy of the grant application and supporting documentation. The Town Council may request an organisation to attend a meeting to make a presentation on the work of their organisation and / or their grant application.

Council and Committee meetings are open to the public and there is a section available for public questions and statements.

Applications will be acknowledged, and applicants will be told the date of the meeting at which it will be considered.

Organisations will be advised, in writing of the outcome of their application.

If a group or organisation decides that they would like to use the grant for any purpose other than that specified on the application form then it must first obtain the consent of the Town Council.

The Town Council reserves the right to withdraw the grant offer or to seek reimbursement as appropriate in the event of an organisation's failure to comply with any conditions of an awarded grant.