

DOWNHAM MARKET TOWN COUNCIL



GRANT POLICY

DATE OF MEETING AGREED	FINANCE 10/12/19	
DATE & MEETING IMPLEMENTED	FULL COUNCIL	
DATE OF REVIEW	DECEMBER 2020	
SIGNED		



DOWNHAM MARKET TOWN COUNCIL GRANTS POLICY

Downham Market Town Council recognises the immense value of voluntary and community activity and its contribution to local residents' wellbeing. The Council is committed to supporting and strengthening the many networks and community groups that help to make a positive difference. The aim of the Town Council's Grants Scheme is to promote a vibrant and active community in Downham Market.

Downham Market Town Council has the authority to make grants under the Localism Act 2011 and General Power of Competence. Each year, Downham Market Town Council makes provision in its annual budget for grants to help voluntary bodies, local organisations and clubs in the town. There is limited budget for grant allocations and requests may exceed the amount available. It is therefore imperative that all questions on the application form are answered as fully as possible and that the application includes any information and documents requested by the Town Council. The aim of this policy is to enable the Council to make an informed and fair assessment of relative need and thereby seek to ensure the finite resources are distributed fairly. Applications for grants will be considered at the Finance Meeting in June to be ratified at the following Town Council meeting.

Guidance Notes:

- Only one application will be accepted per financial year.
- You may apply any time up to 31st May.
- The organisation/group must be operating in Downham Market, or if just outside the boundary, its work should be of significant benefit to the Town and its inhabitants.
- Grants will not be made retrospectively.
- Applications will only be accepted from charitable, non-profit making organisations and community groups.
- Applications will not be considered from "upward funders", i.e. local groups whose fund-raising is sent to a central headquarters for redistribution.
- Applications will not be considered from national or political organisations or local groups with access to funds from national their "umbrella" or "parent" organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specific project.
- Applications from religious groups will be considered where an ongoing benefit to the wider community can be demonstrated irrespective of their religious beliefs.
- Applications from education, health or social services establishments will be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are ongoing benefits to the wider community.
- Organisations will be required to provide progress reports.
- Where deemed necessary, the Town Council may request site visits and meetings with the applicants to discuss the viability of the proposed project.
- The Council requires the recipient to provide a written report of how the money has been used. The report must be provided to the council by the end of April following the grant being made available. It may take the form of an annual report or set of accounts, which clearly identify the manner of spending.
- Organisations that receive a grant will be required to acknowledge the Town Council's contribution on all publicity/printed material.
- Ongoing commitments to award grants will not be made. A fresh application will be required each year.
- Only in exceptional circumstances will awards be given for revenue expenditure, at the discretion of the council.
- New grant applicants will be considered favourably