

Bungay Town Council

Grant Awarding Policy

1. Objectives

- 1.1 To promote Bungay as a vibrant, active and sustainable community
- 1.2 To contribute to the development of facilities in the community
- 1.3 To benefit the community, not individuals

2. Definition of grant

2.1 A grant is defined as an award of funds to non-profit making organisations, charitable or voluntary community groups to assist them in meeting their aims and objectives.

3. Limits to grant awards

- 3.1 Grants will not be made retrospectively and normally only one application will be considered from each organisation in any one financial year. Notwithstanding this grant applications will be considered for funding ongoing major projects.
- 3.2 A single grant will be made without any commitment that a grant will be offered in any subsequent year. If appropriate a single grant may be paid by instalments.
- 3.3 A separate application will be required for each grant.
- 3.4 Grants will not usually exceed 50% of the anticipated costs.
- 3.5 Total grant funds available in any financial year will be set annually as part of the Council's budget setting process.
- 3.6 The Council may attach conditions to grants awarded.

4. Award criteria

In reviewing grant applications the Council will consider whether:-

- 4.1 One or more of the objectives outlined at 1 above is met
- 4.2 Service delivery is likely to be at an acceptable level
- 4.3 Gaps in the existing provision will be met
- 4.4 Changing needs are addressed
- 4.5 Council support will attract additional funding from other sources
- 4.6 Voluntary involvement will increase
- 4.7 Governance and financial management is of an appropriate standard

5. Applying for a grant

- 5.1 Applications must be made in writing, directed to the official postal or e mail address of the Council. If the Council so decide, a form supplied by the Council must be used for this purpose
- 5.2 Applicants must provide full details of the expenditure for which the grant is being sought, alternative sources of funding secured and applied for and indicate the extent to which the criteria at 4 will be met.

5.3 Applicants will be required to provide a copy of their most recent accounts or for newly formed bodies, a budget forecast.

5.4 Applicants will be required to confirm that the organisation has a bank account in its own name and that a minimum of two authorised signatories are required to sign each cheque drawn on the account.

6. Consideration of applications received by the Council

6.1 Valid applications received will be reported to the next full meeting of the Council following receipt. If they appear to meet any of the award criteria applications will be considered by the next meeting of the Council's Finance and General Purposes Committee who will make a recommendation to the next full meeting of the Council.

6.2 Where a grant is agreed by the Council payment will usually be made within 14 days. Where special conditions attach to the awarding of a grant the applicants agreement to these will be sought before payments is made

6.3 Unsuccessful applicants will be advised as soon as practical

7. Publicity and transparency

7.1 The Council will publicise the availability of grant funding throughout the community.

7.2 The Council will report annually on the total spent on grants and will list the grant awards made.

7.3 Where appropriate grant recipients are required to publicly acknowledge the Council's support.

8. Reviews

The Council will review its grant budget annually and will periodically review the award criteria.