



NORTH WALSHAM TOWN COUNCIL

Grant and Donations Policy

Adopted by the Council at its meeting held on 28.6.16

1 Budget and priorities for grant awards

- 1.1 North Walsham Town Council has a limited budget each year from which to award grants.
- 1.2 Groups/organisations will only be awarded 1 donation per financial year.
- 1.3 The Council's priority in awarding grants is
To benefit the town and residents of North Walsham by supporting organisations and projects which help to improve safety, recreation, education, environment, community support, sports, arts and culture. The benefits obtained must be commensurate with the expenditure incurred

2 Applying for a grant of up to £750

Eligibility

- 2.1 In order to qualify for a grant from North Walsham Town Council, applicants must:
 - Be a charity, a voluntary group or a community group;
 - Be able to demonstrate that any funding from the Town Council will directly benefit the residents of North Walsham and not specifically benefit any individual.
 - Have clear, written aims and objectives.
- 2.2 Examples of what the Council will consider awarding grants for include:
 - Providing a service to the community or part of it;
 - Enhancing the quality of life of the community or part of it;
 - Improving the environment;
 - Promoting North Walsham in a positive way.
- 2.3 Applications from religious groups will be considered where the project does not discriminate on the grounds of belief and a clear benefit to the wider community can be demonstrated.
- 2.4 Applications from health, education, or social services projects will be considered where there are benefits to the wider community and the project is **in addition** to statutory services.
- 2.5 The following are NOT eligible to apply for grants from North Walsham Town Council:
 - Businesses/commercial organisations.
 - Where the primary purpose of the grant is to raise funds directly for redistribution.
 - Political parties.
- 2.6 The Council will consider applications for both revenue and capital projects but will not pay for Insurance. It will not include grants whose primary purpose is to provide hospitality.

Applications from organisations which are branches that could be funded by the main organisation, or with substantial unallocated resources, will not be considered a priority for funding. Applications from such organisations will usually be unsuccessful.

- 2.6 Grants will only be awarded for forthcoming projects; they will not be awarded retrospectively.
- 2.7 The form must be completed in full and returned with the following documentation if available:
 - A copy of the organisation's constitution and details of its officers;
 - A copy of the most recent accounts;
 - Details of insurance cover;
 - Equality policy;
- 2.10 Additional information such as any documents referred to on the form and further details of the project will help the Town Council to assess the application and should be submitted where available.
- 2.11 Incomplete forms or failure to provide additional material required/requested will result in applications not being considered for awards.

3 Assessment of applications

- 3.1 Delegated powers will be given to Finance and Grants Committee to approve grants up to £750 on receipt of invoices to the Finance Officer/ Town Clerk. Any application which exceeds £750 and or is a departure from the policy on grant awards will be submitted to the Full Council for consideration
- 3.2 Each application will be assessed on its own merits.
- 3.3 To ensure as fair a distribution of available funds as possible, the Committee will take into account the amount and frequency of any previous awards. Due account should be taken of how much funding has been sought or secured from other sources or fund-raising activities.
- 3.4 The Committee will make a decision and note the decision in the minutes of the meeting
- 3.5 Applicants will be advised as soon as possible after the Finance & Grants meeting of the outcome of their application.
- 3.6 Guidance will be available to applicants from the council officers on applications for grants and, where grants are awarded, on the relevant requirements for funding to be dispersed.

4 Conditions and monitoring

- 4.1 Grants are awarded by North Walsham Town Council in accordance with the statutory powers invested in it by law. The awards constitute spending public money, for which the Council has a duty to account.
- 4.2 Grants must only be used for the purpose applied for.
- 4.3 Grants will be paid direct to the supplier or reimbursed to the applicant.
- 4.4 Failure to comply with any conditions attached to a grant may result in the Council seeking repayment of the grant or affect future grant assistance.
- 4.5 Unsuccessful applications and the information therein will be held for ONE year prior to secure disposal. Information on successful applications will be held for SEVEN years. North Walsham Town Council will not share information on Grant Applications with any third parties.

5. Donations

- 5.1 The Full Council may award donations at its discretion as part of its annual budget funding. This would be to an eligible body (as defined in the grants policy) that provides important amenities in the town that benefits residents (as set out in the grants policy) and who financial support from the Council is important to their work. The Council will review the suitability of such organisations for funding and the amount annually. The funding is payable to the organisation with the documentation required to support payment being a recent report on activities, insurance and latest accounts plus such other documentation as may be required under the grants policy



NORTH WALSHAM TOWN COUNCIL

Application for Grant

Adopted by the Council at its meeting held on 28.6.16

GRANTS awarded up to £750 ONLY

Only 1 application will be considered per financial year

Decisions will be made at Finance Committee Meetings

Name of Organisation: _____

Event (if applicable): _____ Event Date: _____

Address: _____

Contact name: _____ Position: _____

Telephone: _____ e-mail: _____

Amount applying for: _____ Cheque made payable to: _____

Are you a limited company Yes No If No, what's the organisation status? _____

Is the organisation a registered charity? Yes No Charity No: _____

Please describe the aims of your organisation: _____

Who are likely to be the main beneficiaries of your organisation's/project's activities? (e.g. pre-school, young adults, retired people) _____

How many people are likely to benefit? _____

Of these, approximately what percentage live in North Walsham? _____ %

Does the work of this organisation/project link in with existing work being done in North Walsham?

Yes No If yes, please give details: _____

Please tell us what the finance will be spent on: _____

What is the total cost of your project or the annual running costs of your organisation? _____

Please list other bodies who have agreed to fund your organisation / project or to whom you have applied for funding. (Include "own funds" how much you are putting towards it)

Name of funding body	Amount £
_____	_____
_____	_____
_____	_____

Have any "in kind" contributions been made to your organisation/project in the past 12 months? (Such contributions might include voluntary time, use of premises, vehicles etc.)

Please state any restrictions on people who might benefit from or participate in the activities of your organisation/project? (Such restrictions might be over 60s, under fives etc.)

We ask for a representative to be present at the decision meeting to give any additional information required by Councillors

If the grant application is successful, the grant will be paid on production of invoices (for payment or re-imburement)

Please enclose:-

- A copy of the organisation's constitution and details of officers**
- A copy of the most recent accounts**
- Details of insurance cover**
- Latest Business Plan (if applicable)**
- Equality policy (if applicable)**

The NWTC **General Privacy Statement** explains how we use your personal data, store it securely and how you can exercise your rights. All data will be destroyed in line with our **Retention & Disposal Policy**

I confirm that I have read and accept North Walsham Town Council's **General Privacy Statement** (available on our website or hardcopy on request)

Signed: _____ Date: _____

Please return form to – Office 4, Cedar House, 3 New Road, North Walsham, NR289DE or email to - info@northwalsham-tc.gov.uk