



NORTH WALSHAM TOWN COUNCIL

Grant Awards Policy

Adopted by the Council at its meeting held on 28.6.16

GRANTS awarded up to £750 ONLY

Decisions will be made at Committee meetings 3 times a year

Application forms will need to be received by 31 January, 31 May or 30 September

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, community pride, sports, arts and culture. 'Benefits obtained must be commensurate with the expenditure incurred'

2 Applying for a grant

- 2.1 The Town Council wishes to support organisations and projects which will benefit North Walsham. It can do so by awarding grants, which must bring a direct benefit to some or all of the town's residents

Eligibility

- 2.2 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.
- 2.3 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.
- 2.4 Applications from schools, religious groups etc. will be considered where a clear benefit to the wider community can be demonstrated.
- 2.5 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.
- 2.6 The following are NOT eligible to apply for grants from North Walsham Town Council:
 - Businesses/commercial organisations;
 - 'Upward funders', ie local groups who raise funds directly for redistribution;
 - Political parties;
 - Religious Groups except for a purpose that does not discriminate on the grounds of belief and fulfils paragraph 2.4

- 2.7 Additionally, the Council will not consider applications for grants to support:
- The costs of routine maintenance and repair of equipment;
 - Salary or routine administration costs;
 - Hospitality;
 - Services which should be provided by statutory funding.
- 2.8 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.
- 2.9 Grants will only be awarded for forthcoming projects; they will not be awarded retrospectively.
- 2.10 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 audited accounts;
 - Details of insurance cover;
 - Equality policy;

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. Any other applications will be submitted to the Full Council for approval
- 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.

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.



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

Decisions will be made at Committee meetings 3 times a year

Application forms will need to be received by 31 January, 31 May or 30 September

Name of Organisation: _____

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 why the finance is needed: _____

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.)

Does the organisation/project have adequate insurance cover in respect of its activities?

Yes No (Please enclose a copy with your application)

Do you have an Equal Opportunity Policy Yes No If yes please enclose a copy

Please tell us about any other aspect of your request for a grant that has not been covered earlier

Please enclose:-

- A copy of the organisation's constitution and details of officers
- A copy of the most recent audited accounts
- Details of insurance cover
- Latest Business Plan
- Equality policy

If application is successful, the grant will be paid on production of invoices

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 - 18 Kings Arms Street, North Walsham NR28 9JX or email to - info@nwtc.org.uk