

## **Grant Awarding Policy and Application Form**

*This Grant Awarding Policy was approved by Soham Town Council at their meeting on 11<sup>TH</sup> June 2018 (103/18) as revised at its June 2021 meeting*

### **Policy Statement**

The grant or subsidy payment of **up to £500\*** may be made by Soham Town Council (hereinafter referred to as STC) to be used by an organisation or individual for a specific purpose in the furtherance of the wellbeing of the community, either generally, or for a specific purpose and which is not directly controlled or administered by STC. The purpose of the grant or subsidy given by STC is to support initiatives in the local community and to help create opportunities for the residents of Soham town that are not, as a matter of course, funded by STC.

### Guidelines for Grant Applications:

- 1) It is a condition of any grant application that the group or project must bring direct benefit to the residents of Soham. All applicants must clearly demonstrate how this will be achieved.
- 2) Grant Aid application forms are available from the Clerk or from the Town Council website. Application forms must be submitted along with the latest set of the group's accounts where available. It is important that all questions on the application form are fully answered and that any appropriate additional information, which supports an application, is provided.
- 3) Grant applications cannot be made retrospectively.
- 4) The scheme provides start-up awards for new as well as grants for existing organisations. Applications will be considered for day-to-day running expenses and individual projects.
- 5) Applications **WILL NOT** be considered from:
  - Organisations intending to support or oppose any particular political party or to discriminate on the grounds of race, religion or sexual preference.
  - Private organisations operated as a business to make a profit or surplus.
  - "Upward funders", i.e. local groups whose fund raising is sent to their central HQ for redistribution.
  - National Charities
- 6) Applications will not normally be considered from national organisations or local groups with access to funds from national "umbrella" or "parent" organisation, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.
- 7) Applications from religious groups will not be considered where a clear benefit to the wider community cannot be demonstrated irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project.

\* Match Funding -either by financial contribution or non-paid volunteer time

- 8) STC will only grant aid to churches for town clocks and possibly for environmental purposes.
- 9) Schools will only grant aid for environmental purposes or if, in the opinion of STC, their application is for the benefit of the wider community.
- 10) Applications from education, health or social service establishments will be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community within the Town.
- 11) It must be understood that any grant must only be used for the purpose for which it was awarded unless the written approval of STC has been obtained in advance for a change in use of the grant monies, and that any unspent portion of the grant must be returned to STC by the end of the financial year in which it was awarded.
- 12) Although STC will give as much help as possible, the administration of and accounting for any grant or subsidy shall be responsibility of the recipient.
- 13) STC reserves the right to request any further information that it deems necessary to assist the decision making process. Account will be taken of the amount and frequency of previous awards and of the extent to which funding has been sought or secured from other sources or own fund-raising activities.
- 14) Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
- 15) The size of the grant awarded is at the sole discretion of STC.
- 16) STC may make the award of any grant or subsidy subject to such additional conditions and requirements, as it considers appropriate.
- 17) STC reserves the right to refuse any grant application which is considered to be inappropriate or against the objectives of STC.

The Grant Application is attached below.

## GRANT APPLICATION FORM

This form will be submitted to the Councillors to assist in their decision-making under the town councils Grant Application Policy and STC will unless otherwise indicated IN WRITING assume consent has been obtained for processing purposes under GDPR. Any financial figures should be for the last financial year of the group. If possible, a summary statement of accounts (e.g. receipts and payments plus the bank balance) should be attached. It is preferable, but not essential, if the accounts have been audited.

Name of group/organisation	
Name of bank account (for cheque payments)	
Registered Charity/Charity Number	Yes / No
Contact Name	
Position held within the Group/Organisation	
Contact name's home address	
Contact name's telephone number	
Contact name's email address	
Brief description of group and its aims	
Brief description of project for which you are making this application	
If this application is for a Grant of money, state how much	
If this application is for the donation of goods purchased by the Town Council, please describe.	

Please provide supporting quotations	
What is the total cost of this project? Please provide details of how this figure is built up	
Have you applied, been promised or received Grants/Donations from any other sources for this project? If so who?	
Number of members in the Group	
Number of members resident in the town	
Total spent by the group in the last twelve months	
Main income sources – please itemise	
Current bank balance (please state date)	
Special/other considerations (please state)	
Signature	
In signing this application you agree to the Terms & Conditions which include i) Consent by STC to process information under GDPR ii) That a written report will be presented on the work supported by the grant to be distributed to residents at the Annual Town Meeting (May). Please note if the report is not provided subsequent applications will be subject to refusal. iii) Demonstration of match funding by Applicant <sup>1</sup>	

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<sup>1</sup> Either financial contribution (to include Third Party support) or demonstration of by non-paid volunteer time