



Burnham-on-Sea & Highbridge Town Council

Grant Awards Policy & Procedure

Adopted 2017 - Minute No: 41/17/TC

Last Review: July 2020

Next Review: July 2021

The Town Council welcomes grant applications and through applying strict criteria we ensure that public funds are used to benefit residents of the community of Burnham-on-Sea and Highbridge. Each year the Council will budget for making grants and the Finance and Resources Committee will consider and allocate the awards. Applications will be considered between April and December. The maximum amount of a grant application is usually capped at £2,500 unless it is clear that the project would benefit a large amount of our residents. Where this is the case the Chairman and RFO will review the application prior to subsequent referral to the committee.

Who can apply?

- Groups within the Town Council's area
- Not-for-profit or charitable organisations (including new start-ups) e.g. voluntary groups, community organisations, societies, clubs, sports clubs, youth clubs and playgroups
- Schools for special events i.e. for activities not amounting to a core function or on the standard curriculum.

The Council will also consider grants where it feels that to do so will benefit some or all of its residents or some or all of the area e.g. large events.

Who cannot apply?

- Private organisations operating as a business
- Groups which have already incurred expenditure for that project
- Organisations intending to support or oppose any particular political party or, in the view of the Committee, unfairly discriminates against people.

It is unlikely that an individual would be awarded a grant by this Council.

What would a grant be given for?

- Capital projects – non recurring expenditure e.g. purchase of equipment, works to buildings, improvements to premises
- Revenue grant – towards general running costs for a specific reason
- A community event

How will the application be assessed?

- All applications must be completed on the Grants Application Form only this information
- Applicants may apply only once in any financial year
- Applications for grants will be considered at either a Finance and Resource meetings in April or September
- The Council would prefer to see evidence that the applicant is in receipt of match funding. Consideration will be given to the overall cost of the project and also to other sources of funding, including a contribution of some of the group's own funds.
- If the request is for £1000 or more, the applicant or group members will be required to attend the relevant Committee meeting to answer questions.
 - The applicant should ensure that those attending the meeting are competent to answer the committee's questions.

- The Chairman and the Responsible Finance Officer will check that all the supporting documentation has met the Council's criteria. Only the application form will be circulated to all members of the Finance and Resources Committee. If any councillor requires access to the background information accompanying the application, they may request this from the Responsible Finance Officer and this will be provided subject to any confidentiality considerations.
- To allow checks to be carried out as to completeness and to obtain any further information that may be necessary, applications must be received 10 working days before the Finance and Resources meeting
- The Committee has the discretion to award a reduced amount from that being requested on the grant application form
- The Committee will take into account any previous grant made to an organisation or group when considering a new application.
- A monitoring form is required to be completed by all successful applicants.

Recipients of grants from the Town Council may be required to attend a meeting of the Town Council to inform Members how the grant has been used.

Recognition of the grant awarded by Burnham-on-Sea and Highbridge Town Council must be made in any publicity, with the Town Council logo included on all promotional material.