



Burnham-on-Sea & Highbridge Town Council

# Grant Awards Policy & Procedure

**Adopted on 5<sup>th</sup> February 2024 , reviewed Feb 2025**

To be reviewed annually

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 at least twice per year.

The maximum amount of a grant application is usually capped at £2,000 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.

**To be eligible for funding, applicants must:**

- Have a written governing document (for example, a constitution, memorandum and articles of association, set of rules or trust deed).
- Have at least three members on your management committee/board.
- Have a bank or building society account in the name of the organisation.
- Be a community, voluntary or charitable organisation that works with local communities or with specific groups of people including older people, young people, people with disabilities.
- Have an appropriate safeguarding policy – if you are working with children and young people or vulnerable adults.
- Have an adopted equal opportunities policy or statement.
- Show evidence that the service you provide is needed by the community and that it has community support.
- Schools for special events i.e. for activities not amounting to a core function or on the standard curriculum.
- Grants will only be made to community and voluntary organisations for the benefit of the area covered by Burnham-On-Sea and Highbridge Town Council and that will contribute positively within the parish.

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.

**Grants will not be made to:**

- Organisations that discriminate on the grounds of race, religion, age, gender, trans-gender, sexual orientation, marital status, pregnancy or any disability.
- 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.
- Organisations who wish to pass on money to other individuals or groups.
- Individuals.

- Political organisations or projects.
- Activities that are completely funded from another funding source.
- Any expenditure incurred or committed before we confirm our grant.
- Loans or interest payments.
- General funding for your organisation or third-party organisations.

### **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.

### **Grants will not normally be made for ongoing running/core costs e.g.:**

- Rent and rates
- Service contracts
- Salaries
- Lease payments

Where an application is for running costs for a project, the applicant should detail the plans to find future running costs from alternative sources. Where grants for running costs are made, no guarantee of future funding is implied.

### **How will the application be assessed?**

- All applications must be completed on the Grants Application Form and accompanied by the required financial and organisational information.
- Applicants may apply only once in any financial year.
- Applications for grants will be considered at the Finance and Resource Committee meetings, dates will be advertised.
- 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.
- The Town Council welcomes application that demonstrate how one-off grant funding will lead to greater self-sufficiency and lessen the need for future applications.
- The Town Council will only provide one grant per group or organisation in each financial year, unless clear, exceptional circumstances are demonstrated. Grants are awarded for one year only and you should not rely on a grant in future years.
- If the request is for £1,000 or more, the applicant or group members will be required to attend the relevant Committee meeting to answer questions.

- 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 14 working days prior to the Finance and Resources Committee 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.
- You will need to complete an End of Grant Report. Evidence of the use of the full grant amount for the agreed purpose must be provided to the Town Council within 2 months of the project being completed/event taking place. Evidence must include the completed End of Grant Form and may also include receipts, photos, reports. Councillors would welcome an invite to see what was achieved with the funding as part of the report. **Should the evidence not be received the Town Council will request the return of the funds.**
- If awarded a grant the Council would welcome an invitation for the Mayor to visit the project and attend any official opening. The Council can assist with the promotion of such events and with press releases.
- 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.