



WESTGATE-ON-SEA TOWN COUNCIL

SMALL GRANTS SCHEME POLICY

ADOPTED 20TH MARCH 2018

The Town Council ('Council') has a small grants scheme which offers grants to community groups. The amount of money available is set annually in the budget of the Council.

Eligibility

- Applications must be submitted from recognised "not for profit" community groups.
- Applications will not be considered from individuals.
- The Council will not support applications for revenue expenditure. Revenue expenditure covers day to day running expenses such as rates, gas or electricity costs; grounds maintenance; salaries; or rent/hire costs.
- The Council will consider applications for small scale capital expenditure such as purchase of special equipment.
- Only one grant will be awarded to an organisation in any one year and normally up to a maximum of £500.00, unless there are exceptional circumstances.

Procedure

- At the April meeting each year, subject to budget provision the Town Council will publicise the Council's intention to make available an amount of money in the next financial year for the benefit of community organisations. Applications for grants should be made to the Council using the application form available on the website or from the Clerk.
- All applications must be addressed to the Clerk at the official council address. Applications sent directly to members of the Council will not be considered.
- The Council operates a rolling programme for Grants each year subject to budget provisions. The Town Clerk will acknowledge all applications in writing within 14 days of receipt.
- The Council will notify successful/unsuccessful applicants in writing. Successful organisations will be informed that grants will be payable on completion of the grant agreement process.

Submitting Applications

- Applications **must** be submitted on the Council's application form. Any other format will not be accepted.
- The applicant/s must state clearly the purpose for which the grant is to be used. Successful applicants may use the grant only for the purpose stated on the application form.
- The applicant/s must demonstrate how the project/capital expenditure meets one or more of the priorities and as much of the criteria as possible.

- It is preferable that all applications should be accompanied with an up to date set of accounts and the organisation's current Constitution or Rules. A copy of the organisations latest bank statement may be requested.
- If an applicant has sponsorship and/or other funding from another source evidence of this should be provided to the Town Council.
- The Council may request the applicant/s to make a presentation outlining the project proposed and the benefits accruing to the community prior to the award of the grant.

After Receipt of Grant

- Organisations awarded grants for specific capital expenditure must provide three quotations to ensure a robust procurement process. Organisations will be required to produce proof of expenditure within 6 months of receiving the grant, on completion of the project or at the request of the Town Council as the funding provider. Any grant funds not spent on the named project in the Grant Agreement must be returned to the Town Council.
- Non-capital expenditure – i.e. for an event or forming a new community group, must be returned to the Town Council if the event is not held or the group not formed as detailed in the Grant Agreement.
- Evidence of the benefit to the community or organisation from the grant must be submitted to the Town Council within 6 months together with details of how the grant was used including copies of any receipts as proof for all expenditure.
- The Town Council would like to be included in any publicity material.
- Organisations awarded under the Small Grants Scheme will be invited to attend the Annual Town Meeting which is held in April each year to give a brief explanation to Members and residents of what support was given and how the funds assisted them.