



# North Walsham Town Council

## Grant Awards Policy

### 1 Budget and priorities for grant awards

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- 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

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- 2.1 The Town Council wishes to support organisations and projects which will benefit North Walsham. It can do so by awarding grants, which in accordance with s.137 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:
- A copy of the organisation's constitution and details of its officers;
  - A copy of the most recent audited accounts; and
  - Details of insurance cover.

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**

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- 3.1 All applications will be submitted to the Council's Finance & Grants Committee for assessment as soon as possible. Where a meeting is not scheduled for some time, the application will be scanned in and emailed to members for their decision.
- 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 may also be taken of the extent to which 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**

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- 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 only be issued on receipt of invoice/s. To 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.