

## Grant Making Policy and Procedure - Guidance Notes

1. The aim of the Town Council's Grants Scheme is to promote a vibrant and active community in Seaton. The scheme recognises and supports the valuable contribution made by the voluntary sector to the well-being of the community. It provides financial support for community organisations working for the benefit of residents, with the intention of improving the range of services and activities in the town.
2. All Grants will be determined at a Full Council Meeting
3. **These notes have been prepared to explain the main details of the Council's Grants Scheme. Please read them carefully before you complete the application form.**
4. There is a limited budget each year for grant allocations. The amount requested usually exceeds the amount available. It is important that all the questions on the application form are answered as fully as possible to provide a detailed picture of the activities of your organisation within the town.
5. It is essential that the application includes the information and documents requested on the form. In the case of a newly formed organisation they are requested to provide a business plan and budget.
6. Applications will only be accepted from charitable or/non-profit making organisations.
7. Applications for revenue costs (i.e. running costs) will not normally be considered for major funding (in excess of £1,000) and will only be provided on a short-term basis i.e. maximum 1 year, unless exceptional circumstances can be demonstrated.

The council requires the recipient to provide a written report of how the money has been used. The report must be provided to the council by the end of the financial year the grant was made available, but it may take the form of an annual report or set of accounts, which clearly identify the manner of spending.

8. Applications will be considered for grants under the following criteria:
  - The organisation should be local to Seaton or, if just outside the boundary, its work should be of significant benefit to the Town and its inhabitants.
  - Whether there will be an adverse affect on the Town and its inhabitants if the applicants are unable to continue or are hampered by lack of funds.
  - Whether other sources of funding have been secured or are being sought for the project.

9. Applications will not be considered from “upwards funders”, i.e. local groups whose fund-raising is sent to the central headquarters for redistribution.
10. Applications will not be considered from national organisations or local groups with access to funds from national “umbrella” or “parent” organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.
11. Applications from religious groups will be considered where an ongoing benefit to the wider community can be demonstrated irrespective of their religious beliefs.
12. Applications from education, health or social services establishments will be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are ongoing benefits to the wider community.
13. Organisations requesting funds for buildings must provide evidence of security of tenure in the relevant property for a minimum of 7 years from the date that the grant is considered.
14. Organisations requesting funds for buildings must provide proof that the property is adequately insured.
15. Where the Town Council deems it appropriate, organisations will be required to provide progress reports or to allocate a place on the management committee for a Town Council representative.
16. Grants may be claimed at any time during the financial year on provision of evidence that the money has been used for the purpose stated. In the case of an advance payment, written confirmation will be required stating that the money will be used for the purpose requested, as well as completion of a monitoring and evaluation form at the end of the project period or the financial year (i.e. 31 March), whichever is the sooner.
17. Where deemed necessary, the Town Council may request site visits and meetings with the applicants to discuss the viability of the proposed project.
18. Organisations that receive a grant will be required to acknowledge the Town Council’s contribution on all publicity/printed material.