



# Grant Awarding Policy and Guidance Notes

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**SEATON TOWN COUNCIL  
MARCH 2015**

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## **Introduction**

Seaton Town Council recognises the immense value of voluntary and community activity and its contribution to local residents' well being. The Council is committed to supporting and strengthening the many networks and community groups that help to make a positive difference. The aim of the Town Council's Grants Scheme is to promote a vibrant and active community in Seaton.

Seaton Town Council has the authority to make grants under the Local Government Act 1972, s137, which allows a local authority to spend a limited amount on activities for which it has no specific power but which the Council considers 'will bring direct benefit to the area, or any part of it, or all or some of its inhabitants'.

Each year, Seaton Town Council makes provision in its annual budget for grants to help voluntary bodies, local organisations and clubs in the town. There is limited budget for grant allocations and requests usually exceed the amount available. It is therefore imperative that all questions on the application form are answered as fully as possible and that the application includes the information and documents requested on the form. In the case of a newly formed organisation/group, they are requested to provide a business plan and budget.

The aim of this policy is to enable the Council to make an informed and fair assessment of relative need and thereby seek to ensure the finite resources are distributed fairly.

**Applications for grants will be considered at Full Council Meetings in July and January. All applications must be received at least three weeks prior to the date of the meeting. The exact dates will be advertised in the local paper and on the Council's website and notice boards.**

## Guidance Notes:

- Only one application per organisation/group will be accepted per financial year.
- You may apply any time during the year, however, your application will only be considered at the above meetings.
- The organisation/group must be local, or if just outside the boundary, its work should be of significant benefit to the Town and its inhabitants.
- Grant applications will not be made retrospectively.
- Applications will only be accepted from charitable or non-profit making organisations.
- A maximum of £1,000 may be applied for by each organisation/group.
- Applications will not be considered from “upward funders”, i.e local groups whose fund-raising is sent to a central headquarters for redistribution.
- 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 specific project.
- Applications from religious groups will be considered where an ongoing benefit to the wider community can be demonstrated irrespective of their religious beliefs.
- 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.
- 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.
- Where deemed necessary, the Town Council may request site visits and meetings with the applicants to discuss the viability of the proposed project.
- 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 April following the grant being made available. It may take the form of an annual report or set of accounts, which clearly identify the manner of spending.
- Organisations that receive a grant will be required to acknowledge the Town Council's contribution on all publicity/printed material.
- Ongoing commitments to award grants will not be made. A fresh application will be required each year.
- No award be given for revenue expenditure
- New grant applicants will be considered favourably