



# FRINTON & WALTON TOWN COUNCIL

## GRANT AWARDING POLICY

**Frinton & Walton Town Council has powers to award grants to local organisations to support their activities in the towns and villages of Walton on the Naze, Frinton on Sea, Great Holland, Kirby le Soken and Kirby Cross. In doing so, the Town Council is aware of its responsibility for public funds and for the distribution of these funds to be properly managed.**

A grant is any payment or gift made by the Town Council to an organisation for a specific purpose that will benefit the Town or residents of the Town Council area, and which is not directly controlled or administered by the Town Council. The law requires that Section 137 grants must be 'in the interests or will directly benefit the area or its inhabitants, or part of it, and the direct benefit should be commensurate with expenditure'.

Each year, Frinton & Walton Town Council allocates a specific amount of funds to be made available as grants to organisations, clubs, societies, and groups who help to build a sustainable community and economy for the residents of the area. Grants are restricted to voluntary or non-profit making organisations.

**Applications are welcomed from such organisations, clubs, societies, or groups that can demonstrate their application;**

- Meets an identified need.
- Is a benefit to the wider community.
- Is a viable project.
- Is of benefit to residents of the Town Council area.
- Provides a service.
- Enhances the quality of life.
- Improves the environment and promotes the area in a positive way.
- Is specific to an item, not a generalised 'contribution towards'.

**The grant scheme is unable to support;**

- Overheads.
- VAT costs.
- Hospitality.
- Salary or administration costs.
- Costs for amenities or services supplied by this or any other Council.
- Schools and PTA's

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- Religious organisations (unless for non-religious activities).
- Churches and religious buildings.
- Individuals.
- Commercial organisations.
- Charities operating overseas or to a fund established to help persons outside the UK.
- Projects with party political links.
- Projects which discriminate on the grounds of race or religion.
- Applications to cover costs that have already been incurred.
- Services which should be provided by statutory funding.
- 'Branches' that could be funded by their main organisation.
- Upwards funders, ie local groups where fundraising is sent to a central HQ for redistribution.

**Applicants should be aware that;**

- Organisations applying to the Town Council should be local but applications from just outside the Town Council area may be considered if the grant is for work of significant benefit to the residents of the Town Council area.
- The organisation should have a bank account in its own name.
- All grant aid is subject to Officers being satisfied with the accounts and financial status of the applicant prior to submission to council for a decision on the award.
- Organisations will be expected to explore alternative funding opportunities which may exist, as well as fund raising for their project before applying to the council.
- The council may attach special conditions to a grant which must be fulfilled before any payments can be made. Grants may be paid in stages over a period as a project progresses and evaluation and monitoring procedures take place.
- Applications from organisations with substantial unallocated resources will not be considered a priority for funding.
- Grants must be spent within one year and restricted to the purpose for which they are given. The council would expect reimbursement of a grant if the organisation to which it has been awarded is dissolved.
- Organisations are restricted to one application for a grant during the financial year 1<sup>st</sup> April to 31<sup>st</sup> March however the Town Council reserves the right, where funds are available and award would not be detrimental to other applications, to consider additional applications where an extraordinary reason exists to support it.
- The awarding of a grant in one year does not set a precedent for another year.
- Grants awarded are subject to a Grant Evaluation process where the Town Council will engage with the applicant to evaluate the outcome of the grant. Applicants should be aware that this form is a document that members of the public have a right to inspect under the provisions of S228 of the Local Government Act 1972. The Council will expect to see evidence of the grant spend by way of invoices and supporting bank statements.

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### **Application Procedure**

Organisations requesting financial assistance are required to complete an application form as below and provide all requested supporting information at the time of submitting the application. Incomplete applications will not be progressed until all information is received.

Once the application has been confirmed by Officers as complete and meeting the criteria for consideration, it will be presented to the next available Full Council meeting for consideration. Delay caused by incomplete forms or missing information may mean that a delay may occur in the submission to Full Council for consideration.

Where expenditure on a single item would exceed £500, the applicant should demonstrate the best value has been sought by the submission of at least two quotations where available, and in the case of not being available, should demonstrate why this is the case.

The Council is not obliged to make any grant and it may at its discretion, award an alternative amount to that applied for.

Organisations will be notified of the outcome of their application by letter as soon as possible following the decision process.

A grant award may only be used for the purpose stated on the application. If the organisation is unable to use the money or any part of it, then any unspent monies must be returned to the Town Council.

The Town Council does not normally agree grants exceeding £2000, however, reserve the right to agree a higher amount for an extraordinary event providing funds are available and would not be to the detriment of applications from other organisations/areas within the parish.

### **Following a successful application**

- Organisations will be required to acknowledge receipt of the grant.
- As a condition of receiving a grant, organisations will be required to acknowledge Frinton & Walton Town Council's support in their publicity material. The Town Council may provide the organisation with its logo to be used on supporting publications with consent from the Town Council for that sole purpose.
- For our own publicity material, the Town Council may require photos with agreement from participants and may use the name of the organisation and project.
- All organisations are required to complete a Grant Monitoring & Evaluation Form to demonstrate how the grant was spent. This form will need to be submitted to the Council within 12 months of the award date.

### **GRANT APPLICATION FORM**

<b>Item</b>	<b>Information Provided.</b>
Name of Organisation	
Address	

[Type here]

Contact Name	
Telephone	
Email	
Is your organisation a registered charity?	
If yes, charity number?	
Number of members in your organisation  Number of members resident in the Town Council area of Frinton, Walton, Gt Holland, Kirby le Soken and Kirby Cross.	
Is membership to your organisation restricted in any way, if so, how?	
Do you charge a membership fee, or charge for access to your activities? Please give details.	
Details of any restrictions placed on who can use/access your services?	
Summary of the aims and objectives of your organisation	

[Type here]

Age groups specifically catered for, if any	
Is the organisation a non-profit taking organisation?	
Who owns or leases the building or land where the event is to take place?  If applicable, have all consents and permissions for the event/project been agreed? <i>Please provide detail.</i>	
Is the event insured? <i>Please provide detail and evidence.</i>	
Project description  <i>Description must be specific and detail exactly what the funds are to be used on and must detail the exact costings obtained by way of a quotation. Grants cannot be awarded to support overheads, it must be for specific item(s) which must be detailed.</i>	

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How will residents of Frinton, Walton, Gt Holland, Kirby le Soken and Kirby Cross benefit?	
Date or Project/Event	
<u>Total</u> Cost of Project/Event (£s) ( <i>VAT to be itemised separately</i> )	
Amount of grant requested from Frinton and Walton Town Council? (£s) <i>(This amount should be specific to items within your costings)</i>	
Funds available from organisations own resources	
Funds applied for or granted from other bodies <i>(please provide details including amounts, names and whether the grants have been secured).</i>	
Is there a shortfall in these figures? How do you propose to fund the deficiency?	
When are the funds required?	
Any other information to support your application.	

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<p>✓ Please attach a copy of your most recent accounts and balance sheet. If you are a new organisation, please provide a copy of your budget for the year.</p>	<p><i>Tick to confirm attached.</i></p>
<p>✓ Please detail exact costings, and provide copies of invoices/quotations to support all costs. <i>(For single items costing more than £500, the applicant should demonstrate value for money is being obtained by providing at least two quotes where available and where not available, demonstrate why this is the case)</i></p>	<p><i>Tick to confirm attached.</i></p>
<p>✓ Evidence of bank account in the organisation name to be provided. This is the account that monies will be paid into for successful application.</p>	<p><i>Tick to confirm attached.</i></p>
<p>✓ Evidence of bank statement(s) for all accounts held in the organisation name, less than three months old, to show account balance(s).</p>	<p><i>Tick to confirm attached.</i></p>

*Applications submitted without the required documentation to support the application will be rejected.*

**For Council use only:**

**Application approved for submission to Council:**

**YES / NO**

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*(Reason if NO) .....*

**Amount of grant approved if application successful:**

**Meeting Date:**

**Minute Number:**

**Date Paid:**

**Follow-Up Report Obtained Date:**

Revision to Grant Policy agreed by Full Council 15.02.24 – supersedes all other previous policies.

Review frequency – four yearly

Next review due – February 2028.

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