



Attleborough Town Council

Grant Awards Policy

Attleborough Town Council approves a budget each year for the purpose of allocating grants to local organisations and community groups. The requirements to qualify for these grants vary according to value and purpose. The large grants funding is available only in exceptional circumstances and where significant benefit to the Town as a whole can be identified.

Priorities

Priority will be given to Grants that assist the Town in the following ways:

- The provision of community events
- The provision of enhancement of Leisure provision.
- The provision of services to vulnerable people.
- Activities supporting Inclusivity, crime prevention, health and wellbeing, educational, sustainable, isolation.
- In some circumstances the grant may be utilised towards fixed costs like rents.

Eligibility

- The following criteria must be met for a group to be considered for a grant:
- The group must be a charity, voluntary or community organisation
- The group must be able to demonstrate that any funding from the Town Council will benefit the residents of Attleborough
- The group must be formally constituted and have a management committee made up of volunteers who are the employing body.

Individuals and businesses are not eligible for grant funding.

Scope of grants

Applications will be considered for the following purposes which must benefit some or all of the residents of Attleborough:

- For purchasing equipment either in part or in full
- For funding of transport that will enable group members to participate

- in a group trip or outing regardless of their incomes
- For training activities or to purchase the expertise of an outside trainer or facilitator
- For activities that raise the profile of the area
- For running costs of a viable group that is experiencing a period of hardship
- For hosting special events or celebrations
- For the provision of recreational facilities.

SMALL COMMUNITY GRANT Grants up to and including £999

Conditions

- Multiple applications within a 12-month period will not normally be considered
- Prior approval of the Town Council is required for any change of purpose of the grant. The Town Council reserves the right to reclaim any grant not being used for the purpose specified on the application
- All awards must be properly accounted for and evidence of expenditure should be supplied as requested. If the Town Council is not satisfied with the arrangements, they reserve the right to request a refund of monies awarded
- An acknowledgement on receipt of the grant is required.

Application process

Applications should be made by completing the Grants Award Application Form and enclosing a copy of the latest set of annual accounts available for the group making the application.

Evidence of a planned budget will be required.

Applications are accepted at any time of the year and will be considered on a monthly basis by the Full Council.

Applicants are usually informed within two weeks of the meeting and the grant money sent by BACS the following month.

Promotion

The Town Council will ask for recognition from successful groups in the form of promotion of the Town Council in newsletters or any press releases. The Town Council will also recognise successful groups in its own reports to parishioners.

LARGE GRANT APPLICATION

Grants from £1000 up to and including £5000

Conditions

- Multiple applications within a 12-month period will not normally be considered
- Prior approval of the Town Council is required for any change of purpose of the grant. The Town Council reserves the right to reclaim any grant not being used for the purpose specified on the application
- All awards must be properly accounted for and evidence of expenditure should be supplied as requested. This may be in the form of bank statements, or accounts verified by an accounting professional.
- Any monies from the grant that remain unused must be returned to the Town Council within 12 months or by the end of the financial year. If the Town Council is not satisfied with the arrangements, they reserve the right to request a refund of monies awarded.
- An acknowledgement on receipt of the monies is required.

Application process

Applications should be made by completing the Large Grants Award Application Form and enclosing a copy of the latest set of annual accounts available for the group making the application.

Evidence of a planned budget and bank statements will be required.

Applications are accepted at any time of the year and will be considered on a monthly basis by the Full Council.

Applicants may be required to attend a meeting to give further information.

Applicants are usually informed within two weeks of the meeting and the grant money sent by BACS the following month.

Promotion

The Town Council will ask for recognition from successful groups in the form of promotion of the Town Council in newsletters or any press releases. This should specifically include details as to the financial contribution from the Town Council.

In the case of events, the Town Council should be promoted as a sponsor – Town Council banners and feather flags can be provided and should be displayed prominently throughout the event.

No member of the grant receiving body should make malicious or vexatious remarks about the Town Council publicly or via social media channels in relation to the grant process, timescales or award decision. This would be determined as a breach of the grant conditions.