

BENTHAM TOWN POLICY

GRANT POLICY

Purpose

Bentham Town Council invites local groups to apply for grants at the time of its annual precept. This policy details the arrangements surrounding grant applications.

Applications

1. Applications are invited from any organisation which operates on a not for profit arrangement, this includes registered charities. Limited companies shall not be awarded grants.
2. The application window opens on the publication of Application forms which will be made available to previous recipients and also by publication by the Council from the beginning of October at the latest.
3. All applications must be received by the Town Clerk by the date required which will generally be at the end of November. Grants which arrive after the closing date are only entitled to a maximum payment of £50, at the discretion of the Council.
4. All applications must be made on the application form provided, although additional material may be provided.
5. The Applications will be decided upon at the annual precept meeting which takes place in January.
6. Monies are normally distributed at the Annual Parish Meeting which takes place towards the end of April.
7. For grants over £500, the monies will be paid in 2 instalments, April and October.
8. All applications must conform to the following:
 - Detail the specific project(s) or item(s) which require funding
 - State the cost of the project / item and the requested funding from the Town Council, this includes the source of matched funding where applicable.
 - Detail the organisations cash reserves, annual income and expenditure
 - Contain a copy of the previous year's accounts
 - Provide evidence that the grant will benefit the residents of High and/or Low Bentham.
 - Provide name and contact details of the organisation.
9. Grants which do not meet the above criteria will be dismissed.
10. Grants which are received out of the application window, will normally be returned until the applications window is open. However, the councils may at its discretion, award a maximum grant of £50.
11. The Council expects to see that the organisation requesting the grant is also funding their cause by matched funding. To support this the council may request that 50% matched funding is provided for projects over £500.

Rules of engagement

1. The Council is not mandated to make any payment to any / every organisation applying
2. The Council is not mandated to make any payment or commit / honour any previously agreed payment.

3. Applications must be received each year, i.e. applications will not stand on from previous years.
4. Applications will only be made for the current year.
5. The Council will decide upon the grant to be award based solely on the information provided on the application form (or contained with it) or by a representative present at the Precept meeting.
6. The council will decide if and subsequently the magnitude of any grant application by a majority vote.
7. Applications do not have to be made by parishioners, but the beneficiaries of any monies awarded must be to the residents of High and/or Low Bentham.
8. If councillors have a question about any application, this should be tabled to the Clerk, prior to the meeting, or in the "Public Participation" part of the meeting.
9. Organisations in receipt of grants are expected to collect them in person from the Annual Parish Meeting at the end of April.
10. Organisations who do not send a representative or a report with apologies for the Annual parish meeting to the council, will forfeit their grant.
11. The decision of the council is final in all matters.
12. The council is duty bound to make any information available under the Freedom of information Act, and may publish details on its website and/or in the Media.

Calendar

In addition to the above grant system the Council produces a calendar each year. The profits of which are distributed to an organisation or organisations. Applications are invited at any time, but will only be decided upon at the Calendar committee's discretion. It is expected that any organisation wishing to be the beneficiary should detail their application in a CV style, which at a minimum it shall include:


- What the proceeds will be used for
- What the current financial position of the organisation is
- How the organisation will be involved in selling calendars
- What the membership of the organisation is
- Which demographic / numbers of the population will benefit

Any organisation applying for the funds may be requested to present their case to members of the Council and be open for questioning.

Recipients will be required to attend a meeting of the council to receive the funds, where photographs may be taken and subsequently, published on the council's website and/or in the media.

Adopted by Bentham Town Council

Signed



Chair



Clerk

Date: - 7th October 2019