

PADDOCK WOOD TOWN COUNCIL

Grants Policy and Procedure

Policy

A grant is any payment or gift made by the Council to an organisation for a specific purpose. Guidance in the Local Government Act section 137 states that grants must be “in the interests of or will directly benefit the area or its inhabitants, or of part of it, or of some of it” and “the direct benefit should be commensurate with expenditure.”

At the Finance meeting in January an amount will be set in the budget from which grants will be allocated during the following financial year. Once the Grants budget is exhausted, the town council will only consider emergency requests for assistance, and from organisations with which it has close links. The maximum amount any group can apply for in any one year is £500.

The Council will allow 50% of its grant budget to be paid out every six months.

Application Procedure

Organisations requesting financial assistance will be requested to submit:

- A completed application form.
- Copies of their last year end accounts.
- If possible, the number, or percentage, of members that belong to the organisation and/or persons expected to benefit living within Paddock Wood.
- Details of any restrictions placed on who can use/access their services.
- Confirmation (on the application form) that it agrees with the Town Council's Equal Opportunities Policy or give details of their own policy.

Organisations will normally be expected to have clear written aims and objectives, a written constitution and a separate bank account.

For grant requests for projects costing over £3,000 the Town Council will require that the organisation has robust tendering regulations, e.g. obtaining a minimum of three tenders. The Town Council reserves the right to request proof of the tender process. Whilst Paddock Wood Town Council would not normally consider applications for Capital Projects, any such applications will require a more substantial case with supporting evidence of the community benefit.

Applications will not be considered from:

- Individuals.
- A political party.
- Private organisations operated as a business.
- “Upward funders” i.e. local groups where funds raised are sent to a central HQ for redistribution

A grant request, once received in writing, will be considered at the next meeting of the Town Council.

Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the Council will take into account the amount and frequency of any previous awards. Due account may also be taken of the extent to which funding has been sought or secured from other sources and/or by fund raising activities. (The Clerk can advise on

alternative funding sources). Proposals for match funding will also be considered.

Successful Applications

Organisations receiving grants are required to advise their users/members that the grant or equipment had been received from Paddock Wood Council.

Where possible, the Council will affix an appropriate label.

Where equipment is gifted to an organisation, the Town Council requires that it be insured and maintained at the expense of the user.

Organisations will be invited to attend the next Annual Town Meeting to update residents and members, if appropriate, on how the money was spent to make the project successful.

Grant Application Form.

Please complete this form and attach any other relevant information and send to Paddock Wood Town Council, The Podmore Building, St Andrews Road Paddock Wood, TN12 6HT – 01892 837373 – clerk@paddockwoodtc.co.uk

Application from Title/organisation

Contact details

Name:

Address:

Telephone/e-mail

Aims of the Group

Number of members

Number or Percentage of Paddock Wood residents who will benefit from this grant?

Amount requested:

Total cost of project:

Purpose of the Grant

Have you included a copy of the last year end accounts? YES/NO
If not available please explain why.

Are there any restrictions placed on who can use/access the services. YES/NO.
If yes, please supply details of the restrictions.

This application will not be accepted unless the organisation's Equal Opportunities Policy is attached or it agrees to abide by the Town Council's Equal Opportunities Policy.

Statement of understanding.

I have read and understood the Paddock Wood Town Council Grants Policy and Procedure and agree that if a grant is awarded the organisation, I represent will abide by the conditions therein outlined. Funds should be spent within 12 months of receipt of the funds.

Signed.....

Date.....