

# TELSCOMBE TOWN COUNCIL



## Grants Policy

The Council is committed through this policy to promote Telscombe Town as a vibrant, active and sustainable community and contribute to the development of projects and services that benefit that community. In so doing, the Council is aware of its responsibility for public funds and for the distribution of these funds to be managed in accordance with proper standards. A grant payment will only be made by the Council for the specific purpose for which it was granted.

Financial grants of up to £500 per application are awarded by the Grants Sub-Committee at meetings twice during a financial year in September and January. Only one application from a group/organisation per financial year will be considered. Each application will be judged on its individual merits and the final decision lies with the Grants Sub-Committee. If necessary, a grant application can also be considered by the Policy & Resources Committee. The Council will award a grant at a figure it considers suitable, not necessarily the figure requested.

To be eligible to apply for a grant from Telscombe Town Council, the applicant must be able to provide and/or meet all of the following criteria:

- i. Voluntary/community group or registered charity which provides a service or activity for the benefit of the residents of Telscombe Town.
- ii. A bank account held in the name of the group.
- iii. A copy of their latest annual accounts, or if it is a newly formed group, a signed copy of their Constitution.

Applications without the necessary supporting documentation will not be considered. Please do not leave any boxes on the application form blank.

The following **are not** eligible:- businesses, individuals and political parties.

An application form is available from the Council office or can be printed from the website.

Grants will be paid by cheque or via an online transfer, addressed to the name specified on the application form. The Council will not make payments to individuals.

The Council will publicise the availability of grants through its newsletter and website and will detail in its Annual Report, website and through social media the grant payments it has made and to whom.

**The payment is made subject to the money being spent on the specific reason claimed for in the application form. We therefore request a report from the recipient at the end of the project.**

<b>Policy</b>	Grants
<b>Review Cycle</b>	Every 3 years, or earlier in the event of legislative changes
<b>Date Last Adopted</b>	September 2023
<b>Previous Adoption Dates</b>	<p>March 2025 (<i>revision to note only 1 application per group/organisation per financial year</i>).</p> <p>November 2021 (<i>revision to remove religious groups as being excluded to apply</i>)</p> <p>September 2020</p> <p>September 2017</p>
<b>Responsibility</b>	Policy & Resources Committee and then adoption by Full Council