



Burnham-on-Sea and Highbridge Town Council

Grants Policy

Adopted 2017 - Minute No: 41/17/TC

Last Review: April 2018

Next Review: April 2019

The Town Council welcomes grant applications and its aim is to ensure that public funds are used to benefit the residents of the community of Burnham-on-Sea and Highbridge. Each year the Council will budget for the award of grants. The Policy and Finance Committee considers grant applications for recommendation to Full Council. Applications will be considered between April and December.

Who can apply?

- Groups within the Town Council's area
- Not-for-profit or charitable organisations eg voluntary groups, community organisations, societies, clubs (including new start-ups), sports clubs, youth clubs and playgroups to purchase equipment
- Schools for special events i.e. for activities not on the normal curriculum.

The Council will also consider grants where it feels that to do so will benefit some or all of its residents or some or all of the area eg large events.

Who cannot apply?

- Private organisations operating as a business
- Groups which have already incurred expenditure for their project
- Organisations intending to support or oppose any particular political party or to discriminate on the grounds of race, religion, age, sexual discrimination, marital status or disability

It is unlikely that an individual would be awarded a grant by this Council.

What would a grant be given for?

- Capital projects – non recurring expenditure eg purchase of equipment, works to buildings, improvements to premises
- Revenue grant – towards general running costs, for a specific reason
- A community event

How will the application be assessed?

- All applications must be completed on the Grants Application Form
- Applicants may apply only once in any financial year
- Applications for grants will be open between April and December and will be considered at alternate Policy & Finance meetings
- With regard to the amount that can be asked for: consideration will be given to the overall cost of the project and also to other sources of funding, including a contribution of some of the applicant's own funds.
- If the request is for £1000 or more, the applicant will be required to present their application to the Committee and answer any relevant questions
- The Chairman and the Town Clerk / Responsible Finance Officer will check that all the supporting documentation has met the Council's criteria. The application form (only) will be circulated to all members of the Policy & Finance Committee. If any member requires access to the background information accompanying the

application, they may request this from the Clerk and this will be provided subject to any confidentiality considerations.

- Applications must be received 10 working days before the Policy and Finance meeting, to allow checks to be carried out as to completeness and to obtain any further information that may be necessary
- The Council has the discretion to reduce the amount given from that being asked on the grant application form
- The Committee will take into account any previous grant made to an organisation or group when considering a new application
- A Monitoring Form is required to be completed by all successful grants applicants

Recipients of grants from the Town Council may be required to attend a meeting of the Town Council to inform Members how the grant has been expended.

Recognition of the grant from Burnham-on-Sea and Highbridge Town Council must be made in any publicity.