

Polegate Town Council



GRANTS TO ORGANISATIONS POLICY

Policy Number 09		
Issue No.	Date completed	Details of amendments
1	17.02.16	Final draft to Town Clerk
2	29.02.16	Minor emendations made by Town Clerk
3	11.03.16	Amendments suggested by Finance Committee
4	23.05.16	Adopted at Annual Stat meeting
5	21.05.18	Adopted at Annual Stat meeting
6	20.05.19	For review and adoption at Annual Stat meeting
7	05.05.21	Adopted at Annual Stat meeting
8	16.05.22	Adopted at Annual Stat meeting
9	11.01.23	Amendments to payee details from 'cheque payee' to bank details
10	22.05.23	Adopted at Annual Stat meeting
11	20.05.24	Adopted at Annual Stat meeting
12	19.05.25	Adopted at Annual Stat Meeting
13	11.05.26	Adopted at Annual Stat Meeting

1. General principles and conditions

1.1 Polegate Town Council is funded by the residents of Polegate who pay Council tax, and has, therefore, only limited fund for the assistance of organisations that work to the benefit of Polegate residents.

1.2 Subject to Grant Aid being available, Council will consider assisting or supporting local voluntary or community groups and charities which are there to enhance or benefit the lives of Polegate residents. A decision to grant funding to any such organisation is dependent both on need and on the fulfilment of the following general conditions:

- The Organisations must be a 'not for profit' organisation and have clearly stated aims and objectives
- The organisation must be based in Polegate, and/or benefit, a significant proportion of Polegate residents, or a particular group of Polegate residents.
- Grant aid will only be awarded for specific projects, and not merely to increase an organisation's reserves.
- The activities of the organisation, and in particular the project being considered for Grant aid, must be readily available to the community of Polegate in general.
- The need for Grant aid must be shown by reference to the published accounts and/ or accompanied by a copy of the last available certified account and a projection of income and expenditure for the current period.
- Applications should state why the support is sought and how the Grant Aid will be used. They must also identify the group of residents who will benefit from the Grant Aid, and how many benefit.
- The organisation is required to send a report to the council (after the money has been spent) on how the money has been spent and a copy of the final accounts for year of expenditure. If the funding has not been spent the organisation will be required to repay the grant to the Council on demand.
- The organisation must acknowledge Polegate Town Council's contribution in all marketing material, the phrasing of the acknowledgement to be notified by the Council on award of the Grant aid.

2. Eligibility

2.1 The following project will be considered for Grant Aid from Polegate Town Council:

- Youth clubs and other facilities or projects for young people

- Cultural and artistic schemes
- Heritage projects
- Leisure, sports and play facilities
- Community Buildings
- Community Transport
- Elderly and Disabled
- Sustainable Community Environmental projects

This list is a guide but is not exhaustive.

The following are **not** eligible for Grant Aid:

- National or international charities
- Individuals
- Political parties or organisations with political affiliations
- Companies aiming to make a profit
- Statutory bodies
- Religious groups

2.2 Polegate Town Council can only provide Grant Aid to organisations within its own financial constraints. Grant Aid will, therefore, not be given to every applicant, however worthy the need, and no appeal will be allowed against refusal. The decision of the Council is final.

3. How to apply for Grant Aid

3.1 Application should be made by printing off and completing the application form at the end of this policy document.

3.2 The applicant must also attach the following to the completed application form:

- The organisation's aims and objectives
- The organisation's constitution or set of rules and annual report is applicable.
- The most recent copy of the organisation's approved accounts.
- A copy of the organisation's current public liability cover.
- An explanation of any reserves held by the organisation and whether these are earmarked for specific expenditure
- Accurate costings for the project for which funding is sought.

The completed application should be submitted to:

Polegate Town Council

Council offices

49 High Street

Polegate

BN26 6AL

4. Councils action on receipt of a completed application

4.1 The Town Clerk will check the application form and the attached documents to ensure that it has been properly completed. If it is not complete the Town Clerk will approach the applicant to obtain the additional information.

4.2 Once the Town Clerk is satisfied that the applicant has supplied all necessary information in support of the Grant Aid request, they will pass the application to Council to assess using the following:

- The correct completion of the application form
- Whether the organisation has previously received a grant
- How the organisation is set up and managed
- Whether the organisation has a financial need for funding
- What need or demand there is for the project for which funding is sought
- How the funding will support the Polegate Community
- Whether the project represents value for money for the Polegate Community
- Whether the organisation has made application for funding elsewhere

4.3 All applications that meet the criteria will be considered.

4.4 If the Council is satisfied that Grant Aid is appropriate, it will resolve that a grant be given to the organisation, and how much. An accompanying letter will specify the terms and conditions under which the grant is offered, and the organisation will be required to sign and return the letter accepting the Council's terms and conditions. These will include:

- A reminder that the grant must only be used for the purpose applied for
- The requirement for the organisation to keep the Council updated on the progress of the project
- A reminder that the organisation should in its literature acknowledge the Council's grant.
- A warning that failure to comply with any condition attached to a grant might result in the organisation being required to repay the grant, and/or affect future Grant Aid.

4.5 Acceptance of the grant funds (by cashing the payment) will be taken as acceptance of the conditions.

4.6 The money must be spent within the time period specified by the Council at the time of awarding the Grant Aid.

4.7 After the Grant Aid has been spent, the recipient is required to send a report to the Council, detailing the expenditure and the subsequent annual report and accounts.

**Statement prepared for adoption by Polegate Town Council at its meeting on
11.05.26**

Signed by

**Mayor of Polegate
Officer/RFO**

Town Clerk/Proper

POLEGATE

Polegate Town Council – Grant Aid Application

About the applicant	
Name and address of organisation	
Telephone number	
Email Address	
Total membership of organisation	
Estimated percentage of Polegate residents within membership	
Purpose of organisation	
Are you a registered charity?	Yes/No Charity Number (if application)
Individual authorised to make this application	
Name of individual	
Address	
Telephone Number	
Email Address	
Position held in organisation	
Details of Application	
Amount applied for	
Description of project for which Grant Aid is sought (continue on a separate sheet if necessary)	
Estimated cost breakdown (e.g. labour, materials, etc.)	
Describe the anticipated benefits to the organisation and to the Polegate community if this project is to go ahead	
Have applications been made to any other funding bodies in respect of this project?	Yes/ No
If yes, please detail	
Details of any previous assistance received in the last five years from funding bodies, including Polegate Town Council	

If your application is successful, the Council will make payment by BACS transfer.
Please supply the following bank details.

Account Name	
Sort Code	
Account Number	

Checklist for applicants (Please tick those that apply)

Organisation's budget for the current year	
Annual Accounts for last complete year	
Constitution/ set of rules	
Project estimates	
Other supporting information	

Declaration

I have read and accept the terms and conditions under which any grant award will be made.

Signed:

Position:

Date:

Signed:

Position:

Date:

Please return your completed application form to:

admin@polegatetowncouncil.gov.uk

Polegate Town Council

Council Offices

49 High Street

Polegate

East Sussex

BN26 6AL