

# KESGRAVE TOWN COUNCIL

## Grant Approval Policy and Procedure



### Aims and objectives

Council is committed to supporting and strengthening the many networks and community groups that help to make a positive difference to Kesgrave as a place to live, work and visit, for everyone. We know that Council can make a difference through our grants process, but it is also important that we seek a relationship with many of these groups to explore other ways in which they can develop and grow as they need to.

Council provides grant funding to support the following aims:

- To enable local people to participate in voluntary groups and activities.
- To help the town's voluntary groups to improve their effectiveness.
- To ensure the provision of services, needed by the town's residents, via the voluntary sector.
- To support organisations which meet the needs of people experiencing social and economic difficulties.
- To improve or enhance the local environment.
- To achieve value for money.

### Eligibility and Application Procedure

Voluntary organisations, charities and community groups wishing to be considered for a grant should write to the Clerk at the address below and request an application form (or complete the one appended and submit it to the Clerk). Council defines a voluntary group as a non-profit making organisation, set up and run by a voluntary, unpaid management committee with a bank account and ideally at least one year of prepared accounts.

Eligible costs are for the purchase of capital items and/or core running costs but other types of expenditure will be considered if the other eligibility criteria are met.

Application forms may be submitted at any time but applicants should note that the examination process can take up to three months to reach a final decision. Incomplete application forms will be returned to the applicant for proper and full completion. Council will not fund items already purchased.

The application form requires the disclosure of information about the applicant, their organisation, the amount of the grant sought, the funding purpose (including a breakdown of costs where appropriate) and financial information about the organisation. Where the application is to support a project the total costs and any funds already raised will be required.

Importantly, how the project will benefit Kesgrave and its residents should be explained on all applications. Council favours applications from organisations and people based in the town.

All data provided will be processed in accordance with Council's Data Protection Policy (General) which can be viewed on, and downloaded from, Council's website (see below).

Grants awarded must be used for the purpose stated in the application form unless the applicant organisation has obtained prior written permission from Council to use it for an alternative purpose. Council may stipulate the requirement for an end of grant report by a specified date in part to confirm this, and Council reserves the right to have the grant repaid in part or in full where this is shown not to have been the case.

## **Grants to fund individuals, commercial or statutory organisations**

Whilst Council does not typically award grants to individuals, commercial or statutory organisations, under certain circumstances it may consider providing financial support using other statutory powers or, in the case of an individual, it would have significant benefit to the community. For example, Council helps fund the local library and the Police Community Support Officer. It has also previously funded individuals who have attended significant international events in a sport. In these circumstances, please contact the Clerk to discuss what you are trying to achieve and Council will give due consideration to your request.

### **Grant approval**

All eligible grant applications are considered and approved by Council and the decision communicated in writing by the Clerk. In making decisions Council will observe the following guidelines:

- Approvals will depend on sufficient funds being available within Council's grants budget at the time of the application and taking into account funds already committed.
- If the grants budget has been expended, Council will be empowered to authorise virements from savings elsewhere in the budget to fund a grant application where deemed appropriate.
- Kesgrave based organisations will receive preference. Applications from non-Kesgrave based organisations will be considered if applicants can show that their activities provide positive benefits for Kesgrave people. The amount of grant allocated will take this into account.

Kesgrave Town Council, Ferguson Way, Kesgrave, Suffolk, IP5 2FZ Tel. (01473) 625179;  
enquiry@kesgravetowncouncil.org.uk; www.kesgravetowncouncil.org.uk

Last reviewed: 21 June 2021

Next review due: 21 June 2023

# Grant Application Form



Name of Organisation/Group
Address
Contact Name
Contact Telephone Number
Contact email address

Has your organisation/group been formed for less than 1 year?	Yes		No	
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Do you have a voluntary management committee/steering group?	Yes		No	
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Are you a registered charity?	Yes		No	
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Charity number:		
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Do you have an annual record of accounts?	Yes		No	
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*Please attach a copy of your most recent accounts or latest bank statement.*

Please describe your organisation/group's main activities:

How much are you applying for?	
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What is the grant for?

Please specify how Kesgrave will benefit and, where applicable, the number and types of Kesgrave people who will benefit and to what extent.
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Where this is a project or a request to fund a purchase:
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a) What other funds have you raised?	
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b) Please provide a breakdown of the costs	
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If successful, your grant will be paid by BACS payment, please provide the sort code and account number for the bank account you would like payment transferred to:

Account Name:	
Sort Code:	
Account Number	

Please read the following important terms and conditions carefully. By signing this form, you are confirming that:

- You are an official representative of your organisation/group that is authorised to apply for funding on its behalf.
- You agree that your details can be held and processed by Council in accordance with its Data Protection Policy (General) available on Council's website: [www.kesgravetowncouncil.org.uk](http://www.kesgravetowncouncil.org.uk)
- You have read and understood Council's Grant Approval Policy and Procedure, available on Council's website: [www.kesgravetowncouncil.org.uk](http://www.kesgravetowncouncil.org.uk)
- All information provided in this application is truthful and accurate.

Signed on behalf of the applicant organisation/group:	
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Date:	
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Send to: The Town Clerk, Kesgrave Town Council, Ferguson Way, Kesgrave, Suffolk, IP5 2FZ or email to [enquiry@kesgravetowncouncil.org.uk](mailto:enquiry@kesgravetowncouncil.org.uk)