



# EYE TOWN COUNCIL

## Grant Awarding Policy

### Introduction

A grant is any payment made by the Council to be used by an organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Council. The Council awards grants, at its discretion, to Parish and other organisations which can demonstrate a clear need for financial support to benefit the Parish by:

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting the Town of Eye in a positive way

### Guidelines

1. It is a condition of any grant application that the group or project must bring direct benefit to a reasonable proportion of the residents of the Town of Eye. All applications must clearly demonstrate how this will be achieved.
2. Maximum amount to be awarded per application is £500.00
3. Grant applications can only in exceptional circumstances be made retrospectively.
4. Grants will not be made to individuals.
5. Applications will be considered for day-to-day running expenses and individual projects.
6. Applications WILL NOT be considered from:
  - Organisations intending to support or oppose any particular political party or to discriminate on the grounds of race or religion.
  - Private organisations operated as a business to make a profit or surplus.
  - 'Upward funders', ie. local groups whose fund raising is sent to their central HQ for redistribution.
  - National charities unless a clear, demonstrable benefit to Eye residents can be shown.
7. Grants must only be used for the purpose for which they are awarded unless the prior written approval of the Town Council has been received in advance of the use of the grant monies. In the event that this approval is not granted, the funds must be returned to the Town Council.
8. Ongoing commitments to award grants in future years will not be made.
9. Grants will not be made to fund Eye Town Council services/fees.
10. The size of any grant is at the sole discretion of Eye Town Council.

11. Eye Town Council reserves the right to impose any conditions or requirements which it deems appropriate.
12. Grants will be made having regard for the budgetary monies available.
13. Each application will be assessed on its own merits having regard for achieving the maximum benefit from any monies awarded.
14. It is expected that funds will be spent within six months of issue, Councillors would welcome an invitation to see what was achieved with the funding.
15. Eye Town Council reserves the right to refuse any grant application.
16. The decision of the Eye Town Council is final.
17. The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for and evidence of expenditure should be supplied to the Council as requested.

Signed:

Mayor of Eye

Adopted 20.03.2013

Last Reviewed 16.10.2019

## APPLICATION FORM FOR GRANT

Please read the policy on pages 1 and 2 **before** filling in the form.

1. Name/Address of Organisation:

Name of person making the application: .....

Position in organisation: .....

Contact phone number: .....

Email address for correspondence: .....

### About Your Organisation

2. Does your organisation:

	Yes
Have its own bank account, which requires two unrelated people to authorise cheques and make withdrawals?	
Have at least three members on its management committee	
Have a constitution, terms of reference or set of rules ( <i>please contact for help with this if needed</i> )	

3. Are you a registered charity? Yes/No:

If so, please give your charity number: .....

4. Is your organisation part of, or affiliated to, a larger organisation?

If so, which: .....

5. Aims and objectives of your organisation; What does your organisation do and how does it benefit the residents of Eye?

6. How many people will benefit from this funding?

7. How many are Eye Town Council area residents?  %

8. How much funding are you applying for? £

9. What is the total cost of your project? £

10. Briefly describe the project or purchase you would like the funding for and how will it benefit the people of Eye:

11. How will the funding benefit the community or residents of Weymouth?

12. Has the project that you want the funding for already happened? Yes/No

Please give us details of the bank account that the grant should be paid into if approved:

Name of Account: .....

Account number: .....

Sort Code: ..... - ..... - .....