



## Appendix 2(viii)

### NEW ROMNEY TOWN COUNCIL



#### Town Council Grants Policy

1. Town Council Grant applications may be submitted by groups, organisations or individuals.
2. In order to qualify for assistance, applications must demonstrate a direct benefit to either or both of the Town and Coast Wards of New Romney or to all or some of the residents thereof. In addition, the direct benefit accrued must be commensurate with the expenditure to be incurred by the Town Council.
3. Council meetings are open to the public and applicants will be invited to attend to speak on behalf of their application. In respect of applications for grants in excess of £500, applicants will normally be required to attend and to answer any questions put to them by Members of the Council.
4. Applications received will normally be considered at the next meeting of the Finance and General Purposes Committee and ratified at the ensuing Full Council meeting. Thereafter, applicants will normally be advised of decisions on grant awards within three weeks of the meeting at which decisions were ratified.
5. If any offer of a grant is made, applicants will be required to confirm acceptance in writing within six months or by 31<sup>st</sup> March following the offer of a grant – whichever is the earlier. (This is to enable any applicant that is seeking further grant funding to undertake a project to first secure additional funding). No grant will be paid unless a letter of acceptance has been received by the Clerk.
6. Any grant awarded by the Town Council must be spent within 12 months of it being awarded.
7. Applicants will be required to complete a post-project form to confirm that grant funding has been used for the purpose requested. This to be returned to the Town Council within one month of project / event completion. Failure to do so will preclude the applicant from being considered for future Town Council Grants.
8. The Town Council has an obligation under the ***Crime and Disorder Act s17*** to consider the impact of all its functions, activities and ***decisions*** on crime

and disorder in its area. Applicants will, thus, be asked what implications, if any, the project / event will have on crime and disorder and, if applicable, how it will assist the Town Council in reducing this impact.

9. Grants will normally be awarded, conditionally, on the applicant's agreement to publication of details on the Town Council website, in publications and other materials. (Please note: personal and financial information will not be published)

10. Applicants will be asked to submit the following supporting evidence:

- A copy of latest audited or independently examined accounts
- Copies of latest bank / building society / other investment account statements
- Evidence of any other secured funding
- Copies of quotations / estimates if applicable



## **NEW ROMNEY TOWN COUNCIL**



### **Guidelines to Applicants for Approval and Distribution of Town Council Grants**

Please ensure that you read these guidance notes and include all documents as requested. Incomplete application forms will be rejected.

1. New Romney Town Council will consider applications for financial assistance from:
  - (a) Clubs and societies;
  - (b) Voluntary bodies and associations;
  - (c) Non-profit making organisations;
  - (d) Charitable bodies;
  - (e) Individuals
2. Local groups that are affiliated to regional or national organisations will qualify, provided that the local group is required to function substantially as an independent financial unit or can provide evidence of having already provided substantial benefit to the residents of the parish of New Romney.
3. Applications must be made using the new Romney Town Council Grant application form and must be accompanied by the appropriate supporting information as requested on the application form.
4. Applications may be submitted at any time and will normally be considered at the next meeting of the Finance and General Purposes Committee, provided that the application is received by the Town Clerk at the Town Hall, High Street, New Romney, Kent TN28 8BT at least 10 days prior to the relevant meeting.
5. Applicants should normally only submit one grant application during any one financial year and should not expect to receive grant-funding on an on-going annual basis.
6. In the case of a successful application, funding should normally be taken up and spent within 12 months of the application being approved.
7. All applicants are required to complete a post-project form to confirm that funding has been used for the purpose requested. This should be returned to the Town Council within one month of project completion. Failure to do so will preclude the applicant from being considered for future Town Council Grants.

8. Grants will not be awarded where a service is normally provided directly by a Principle Authority, Health Authority or Central Government.
9. Private concerns, operated as a business, will not normally be considered unless there is demonstrable benefit to local residents.
10. Grants will not be awarded to charitable organisations that are seeking to add to their capital investments.
11. Grants will not normally be awarded for specifically religious or party political purposes.
12. Grants will not normally be awarded retrospectively and will not be considered if the application is submitted after the project or event has taken place.

NB: Please allow adequate time for your grant application to be processed prior to commencement of your event / project / activity as meetings of the Town Council's Finance & General Purposes Committee only take place bi-monthly.



# **NEW ROMNEY TOWN COUNCIL**

## **GRANT APPLICATION FORM**



Please read the Town Council's Policy for awarding grants and Guidelines to Applicants before completing this form. You may use a continuation sheet if necessary.

Name and Address of Applicant:

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Tel: \_\_\_\_\_ Email: \_\_\_\_\_

Organisation – please state whether local, regional, national or charitable body (Charity No.)

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If applicable:

Total Membership: \_\_\_\_\_ Target Age Group: \_\_\_\_\_

Summary of scheme, event or project (please provide full details on a separate sheet):

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How many people in the Town and / or Coast Ward of New Romney will benefit from the scheme / event / project?

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What is the estimated overall cost of the scheme / event / project?

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How much are you applying for from New Romney Town Council?

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Where is the remaining funding to come from?

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Have you applied to other bodies for funding? If yes, please give details:

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Will your scheme / event / project have an impact on crime and disorder in the area? If yes, please indicate how you / your organisation will assist the Town Council to reduce this impact?

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I have enclosed the following supporting information (please tick):

- ☐ Copies of latest bank / building society / other investment account statements
- ☐ Copies of quotations / estimates if applicable
- ☐ Evidence of any other secured funding
- ☐ A copy of latest audited or independently examined accounts (organisations)

I certify that the above information is correct to the best of my knowledge.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Position (e.g. Chairman, leader) \_\_\_\_\_