



FLEETWOOD TOWN COUNCIL

Policy for Awarding Grant-Aid

DOCUMENT INFORMATION

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Introduction

Fleetwood Town Council will reserve each year a sum of money for disbursement on grants to organisations and activities which constructively contribute to the life of the Town.

The Council can only award grants using certain legal powers. Where there is no statutory power the Council may use **the general power of Competence (GPC) or** Section 137 of the Local Government Act 1972 to give grants to community organisations. **Grants cannot normally be given to individuals, however under the GPC, the Council could consider an application if other criteria were satisfied.**

Requests for grant-aid should be received by the Clerk at least 10 days prior to a Council meeting (dates are publicised on the council website and in noticeboards) for inclusion in the Agenda.



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Application criteria to be met

1. Applications must be made on the appropriate form together with accounts, supporting financial information, bank statements and projected costings. If the organisation is a new entity with no accounts available, a Business Plan should be provided, stating aims and objectives, along with a financial projection for at least the current financial year.
2. **Applicants – or an empowered representative must attend the meeting at which the application is considered by the council, to present their application and answer any questions from members. Failure to do so may result in the application being deferred or refused.**
3. All applications will be considered on their merits, but in general grants will be awarded for specific projects or events. **An applicant should, where appropriate indicate the amount they will match fund against the grant requested - demonstrating the efforts their organisation has made to raise their own funds for the project.**
4. The Council will **NOT** give grants towards running costs or salaries.
5. The purpose for which the grant is made must be in the interest of the residents and communities of Fleetwood.
6. Applicants from outside FY7 can apply for a grant but must be able to demonstrate direct benefit to the area and the residents of Fleetwood.
7. Retrospective applications will not be funded where the expenditure has been made, the project has been carried out or the event has taken place.
8. All grant recipients are required to provide the Council with a brief report, within 6 months of the transfer of funds, including photographs (if applicable) of how the grant has been utilised, and what it has achieved. This will go to councilors, appear in the Newsletter and/or website and Social Media as appropriate.
9. If the grant is put to purposes other than those for which it was awarded without the prior approval of the Council, the applicant will be required to repay the grant in full.
10. If your application involves land owned by another body you must have permission in writing from them.



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11. If your application needs planning permission (buildings, fences etc) this must be obtained BEFORE an application is made and the planning permission supplied as evidence.
12. If the funded project does not go ahead the applicant will be required to repay the grant in full.
13. Applications will not be considered that discriminate on the grounds of race, religion or gender.
14. The Council reserves the right to refuse any grant application which they consider to be inappropriate or against the values of the Council.
15. Only one grant will be considered for the same project during the year unless there are exceptional circumstances, which will be at the councils discretion.

The Council Decision

1. Grant applications will be considered by Full Council.
2. Each application will be assessed on its own merits and will be considered along with other applications at the meeting.
3. Consideration will be given to the level of contributions that have been, or will be, raised in addition to the grant (**match funding**). If an application shows a positive credit balance and an amount has been set aside for match funding, this will be looked upon more favorably.
4. The application will be assessed on how well it meets the needs of the community, providing positive benefit to the residents, how effectively the applicant will use the grant, and whether the costs are appropriate and realistic.
5. The Council will take into account any previous grant made to an organisation or group when considering a new application.
6. The amount of the grant will be at the discretion of the Council. It can be for the requested amount, or a lesser figure. The Council may refuse the application if it does not meet the criteria.



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7. If the Council consider they do not have enough information to make a decision, they reserve the right to defer your application. It is in your best interests to make a full and complete application.

Conditions of acceptance

1. Bank details must be provided for secure transfer of agreed funds.
2. A presentation cheque will be presented by the relevant ward councilor(s) which may necessitate a weekend/evening appointment, at mutual convenience.
3. Successful applicants must agree to publicity photographs upon presentation of the funds. These may be used by Fleetwood Town Council on social media the website, and newsletters as appropriate.