

# WELLS-NEXT-THE-SEA TOWN COUNCIL

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## **Wells Town Council grant awarding policy**

Wells Town Council sets aside each year a limited sum of money for grants. A grant is any payment made by the Council to be used by an organisation or group for a specific purpose that will benefit the Parish, or residents of the Parish. The benefit of any grant must be commensurate with the amount awarded. The Council awards grants, at its discretion, to Parish organisations and groups which can demonstrate a clear need for financial support. The council does not award grants to individuals or businesses.

## **Application procedure**

1. Grant applications must be made on the official application form attached. Applicants must set out how the community of Wells-next-the-Sea will benefit from the grant. This is particularly important where an application is made by an organisation or group working regionally or nationally.
2. For grants exceeding £250 applications must:
  - a set out any other funding they have been awarded or have applied for. Where the Town Council is to be the sole funder the applicant must explain the reason for this.
  - b be accompanied by a copy of their most recent accounts and for an organisation or group which has not previously applied to the Town Council they must submit a copy of their constitution or details of their aims and purpose.
3. Grant applications are considered twice yearly at Council meetings held in February and September. Grants must be spent by the end of the financial year during which the grant is awarded (31<sup>st</sup> March).
- 4 Any grant must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change in use of the grant monies, and that any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded.

The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.

Nothing contained herein shall prevent the Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.



## GRANT APPLICATION FORM

This form will be submitted to the Councillors to assist in their decision making. Any financial figures should be for the last financial year of the group.

Name of group/organisation	
Name on bank account (for cheque payments)	
Registered Charity/Charity Number	Yes / No
Contact name	
Position with the Group	
Contact address	
Contact telephone number	
Contact e-mail address.	
Brief description of group and its aims	
Brief description of project for which you are making this application	
If this application is for a Grant of money, state how much.	



<p>If this application is for the donation of goods purchased by the Council, please describe. Please provide supporting quotations</p>	
<p>How does the project benefit Wells or residents of Wells</p>	
<p>What is the total cost of this project? Please provide details of how this figure is built up</p>	
<p>Have you applied, been promised or received Grants/Donations from any other sources for this project? If so who? (Only required for grants over £250)</p>	
<p>Number of members in the Group</p>	
<p>Number of members resident in the parish</p>	
<p>Total spent by the group in the last twelve months</p>	
<p>Total received by the group in the last twelve months</p>	
<p>Main income sources – please itemise</p>	
<p>Two signatures required</p> <p>Signature 1 (print name, position held, address and sign)</p> <p>Signature 2 (print name, position held, address and sign)</p>	

*Continue on separate sheet if necessary*

