

CROWBOROUGH TOWN COUNCIL

POLICY FOR AWARDING GRANT AID

Crowborough Town Council welcomes and values the work of local voluntary groups and organisations. The Council has a policy for making grants to groups and organisations which contribute to the welfare of the community by improving or supporting activities/facilities. Applicants must be able to demonstrate a clear need for financial support.

Guidelines

1. An overall limit for the annual provision of grant aid will be determined as part of the budget setting process.
2. Applicants must complete a grant application and return it, together with the required financial information, to Crowborough Town Council by 4pm on 30th September.
3. Grants awarded will be paid in the following financial year.
4. Grants will not routinely exceed 50% of the cost of the project or activity.
5. Applicants will provide details of the project/activity and the number of Crowborough residents expected to benefit.
6. Organisations must provide a report of how the money has been spent. Any unspent money must be returned to Crowborough Town Council.
7. As a condition of receiving a grant, organisations will be required to acknowledge the Town Council's support in publicity material.
8. Crowborough Town Council will not normally support commercial organisations, major charities, bodies considered to be self funded or provided for by other Authorities.
9. Grants cannot be made retrospectively.
10. In exceptional circumstances, a grant may be awarded outside the grant timetable at the discretion of Crowborough Town Council.

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GRANT APPLICATION

Please return completed grant application and supporting information to the Town Hall by 4pm, 30th September

YOUR GROUP/ORGANISATION	
Name of group/organisation	
Name of applicant and position held in group/organisation	
Address for correspondence	
Telephone number (daytime)	
Email address	
Summary of aims and objectives of group/organisation	
Is the group/organisation a Registered Charity? (If so, please supply registration number)	
Number of members in the group/organisation	
Number of members resident in Crowborough	
DETAILS OF GRANT APPLIED FOR	
Total cost of project	
Amount of grant requested	
Details of funds from group/organisation or other bodies	

Details of what the grant is for and how many Crowborough residents will benefit
(continue on a separate sheet if required)

PREVIOUS APPLICATIONS

Details of previous grants given to your group/organisation by Crowborough Town Council in the last five years

ACCOUNTS

Please attach a copy of your most recent accounts. New organisations should attach a budget forecast.

I certify that the above information is correct

Signed

Date

Name (please print)