



Grant Awarding Policy

Responsibility: F & GP committee

Review Cycle: Every three years, or earlier in the event of legislative changes

| <u>Date of Adoption / Renewal</u> | <u>Resolution Number</u> |
|-----------------------------------|--------------------------|
| 5 July 2011 | 6193 |
| 3 July 2012 | 6546 |
| 9 July 2013 | |
| 8 September 2015 | |
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GRANT AWARDING POLICY

1. Introduction

1.1 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 facilities and/or activities. Applicants must be able to demonstrate a clear need for financial support.

2. Guidelines

2.1 An overall limit for the annual provision of grant aid will be determined as part of the budget setting process.

2.2 Applicants must complete a grant application and return it, together with the required financial information, to the council by 4pm on 30th September.

2.3 Grants awarded will be paid in the following financial year.

2.4 Grants will not routinely exceed 50% of the cost of the project or activity.

2.5 Applicants will provide details of the project/activity and the number of Crowborough residents expected to benefit.

2.6 Organisations must provide a report of how the money has been spent. Any unspent money must be returned to the council.

2.7 As a condition of receiving a grant, organisations will be required to acknowledge the council's support in publicity material.

2.8 The council will not normally support commercial organisations, major charities, bodies considered to be self-funded or provided for by other authorities.

2.9 Grant requests cannot be made retrospectively. In exceptional circumstances, a grant may be awarded outside the grant timetable at the discretion of the council.