



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	
4 July 2017	8122

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, and applications will be invited to be assessed at two points during the year.

2.2 Applicants must complete a grant application and return it, together with the required financial information, to the council to meet the following deadlines:

- Tranche 1 – by 20 February, for decision at March committee meeting
- Tranche 2 – by 20 August, for decision at September committee meeting

2.3 Grants awarded at the March meeting will be paid by the end of April. Grants awarded at the September meeting will be paid by the end of October.

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 In exceptional circumstances, a grant may be awarded outside the grant timetable at the discretion of the Full Council. The council reserves the right to refuse any grant application, or offer an alternate amount to that originally requested.