



## **Grant Awarding Policy**

**Responsibility:** F & GP committee

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

<b><u>Date of Adoption / Renewal</u></b>	<b><u>Resolution Number</u></b>
5 July 2011	6193
3 July 2012	6546
9 July 2013	
8 September 2015	
4 July 2017	8122
23 October 2018	8580/1/2/3
7 September 2021	9497
12 December 2023	10373

## **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 once 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 deadline:
- By 20 February, for decision at March committee meeting
- 2.3 Grants awarded at the March meeting will be paid by the end of April.
- 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 Any unspent money by the end of the financial year in which the grant was awarded must be returned to the council.
- 2.7 As a condition of the grant organisations must provide evidence as to how the grant was spent.
- 2.8 As a condition of receiving a grant, organisations will be required to acknowledge the council's support in publicity material.
- 2.9 Further grant applications will not be considered if conditions in 2.6 and 2.7 and 2.8 are not met.
- 2.10 Applications will not be considered if not accompanied by the most recent accounts, or in the case of new organisations a budget forecast.
- 2.11 The council will not normally support commercial organisations, major charities, bodies considered to be self-funded or provided for by other authorities.
- 2.12 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.
- 2.13 Any grant awarded to CTC trusts falls outside of the scope of this policy and CTC reserves the right to make larger payments to those trusts.