

NORMANTON TOWN COUNCIL

GRANT MAKING POLICY

Normanton Town Council is committed to supporting the development of community-driven initiatives that enhance the quality of life for residents, promote inclusivity, and contribute to a vibrant, cohesive community. Through the Small Grants Fund, we seek to encourage and support projects and activities that align with these goals, benefitting the people or environment of Normanton and Altofts.

The Council aims to provide financial assistance for initiatives that:

- Promote community engagement and inclusivity.
- Encourage social cohesion and reduce isolation.
- Support the improvement of local amenities and services.

Who can apply for funding?

The Town Council awards grants to charities, voluntary organisations, community groups, recreational groups and special interest groups, provided that their activities benefit the local community.

The aim of the Small Grants Fund is to provide one off grants for small groups and not to become the main source of funding for annual events or projects. Applications for specific events or projects which take place year on year will only be accepted every 2 years.

Applications relating to schools or care homes must be submitted by the PTA, Friends of or other fundraising group and not directly from the School or Care Home.

Funding Cap and Allocation Process

The Small Grants Fund offers one-off grants of up to £500 per project. Should the total number of eligible applications exceed the available budget, the following criteria will be used to prioritise funding:

- The potential community impact of the project.
- The alignment of the project with the Council's strategic priorities.

What can be applied for?

The following are examples of the types of projects which are eligible, the list is not exhaustive and should be used for guidance:

- Buying materials for a community art club, drama society or similar event.
- Paying for a training programme or learning opportunity for a group's committee or its members.
- Hiring or purchasing of equipment.
- Paying for new groups to hire a room to hold a first meeting.
- Funding a community festival, sports day or similar event.
- Purchase of basic or specialist IT equipment and relevant training.
- Design and print of group stationery or publicity materials.
- Renovating premises or building improvements to enhance community use.

- Overheads or running costs (i.e. public liability, regular room hire costs, rent, rates, salaries, postage or stationery).
- Trips and meals for specific groups that aim to reduce social isolation.

What is excluded?

The Town Council cannot support the following activities:

- Activities for religious or political purposes (although applications from religious groups for community activities are welcomed).
- The provision of alcohol.
- The cost of work or activities which another person or agency has a statutory duty to undertake (e.g. school curriculum activities).

How to Apply

Application packs are available all year round from the Town Council offices or can be downloaded from the website.

The Small Grants Fund will be advertised in November and December of each year and the closing date will be 31st December. Applications will be considered in January with a view to awarding funding by 31st March.

Applications for emergency funding may be considered outside of this timeframe should the Council feel it appropriate.

What Evidence is Required

- Estimates, quotes, catalogue entries, or website printouts.
- Public Liability Insurance.
- Bank statement dated within the last three months in the name of the organisation.

Emergency Funding

In exceptional circumstances, applications for emergency funding may be considered outside the normal grant-making cycle. Emergency funding is intended for situations where unforeseen events or circumstances jeopardise the ability of an organisation to continue serving the community. Each emergency funding application will be assessed on its urgency and community impact.

How to Submit an Application

Applications must be completed using our online form which can be found on our website and Facebook page.

We will contact you by email to request additional information such as constitution and quotes etc once the application has been through an initial review.

If you need to talk to us about your application, or are unable to complete the online form, please telephone 01924 893794.

Once the Application is Submitted

Your application will be acknowledged, and we may ask you to provide further information or clarify certain points.

Once your grant has been considered you will receive a written confirmation which will inform you of the outcome of your application. This may include conditions that have been requested by the Council.

Grants will be paid by online banking direct into your organisation bank account.

Organisations awarded funding must return their receipts within three months of the project finishing to be eligible for the following year.

The funding must not be used for any other purposes without prior agreement with the Town Council. The grant must be returned if the project does not proceed or does not spend all the money it was allocated.