NORMANTON TOWN COUNCIL

# GRANT MAKING POLICY

Normanton Town Council values the work of the voluntary and community sector within our community and seeks to support them through the Small Grants Fund.

## Who can apply for funding?

The Town Council awards grants to charities, voluntary organisations, community groups, recreational groups and special interest groups, which benefit the people or environment of Normanton and Altofts.

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.

The Town Council is responsible for administering the fund which includes assessing each application, making decisions on allocation of grants and monitoring expenditure of projects.

The aim of the Small Grants Scheme is to provide one off grants of up to £500 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.

## 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 groups 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 scheme 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

Evidence to support the cost of your project will be required at the application stage. All costs must be supported by written estimates, quotes, catalogue entries or website print outs.

If your organisation has Public Liability Insurance, please provide a copy.

All applicants must have a bank account in the name of their organisation.

All applicants will need to provide a copy of their bank statement dated within the last three months in the name of the organisation.

## How to Submit an Application

Applications can be returned in the following ways:

* In Person – Normanton Town Hall, High Street, Normanton, WF6 2DZ
* By Post – Normanton Town Council, Town Hall, High Street, Normanton, WF6 2DZ
* By E-mail – [enquiries@normantontowncouncil.co.uk](mailto:enquiries@normantontowncouncil.co.uk)

If you need to talk to us about your application 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. A certificate will be presented at our annual presentation evening at the end of March. It is expected that someone from your organisation attends the presentation to receive your certificate.

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

The money 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.