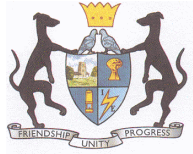


South Kirkby and Moorthorpe Town Council



GRANTS POLICY

South Kirkby and Moorthorpe Town Council welcomes applications for assistance (financial or otherwise) from local groups/organisations for the benefit of the community. The Council has to award grants lawfully, equitably and for the maximum benefit of local people. Therefore, the Council's policy is to have robust rules/criteria and to request material information and documentation from applicants. This ensures lawful compliance and enables councillors to make informed decisions.

Rules/Criteria

1. Applications will only be considered from local groups/organisations that either operate in, or benefit the people who live in, the township of South Kirkby and Moorthorpe.
2. The organisation should be a not for profit and/or voluntary organisation where membership is open or an organisation that principally and demonstrably works for the benefit of the community.
3. Organisations can normally expect only one grant per financial year.
4. Unless there are exceptional circumstances the maximum grant award is £350.
5. An organisation which has applied for and received a grant in previous years should not automatically assume that grant funding will continue. Each application will be treated on its merits.
6. Applications must be submitted by completing a grant application form. The form can be downloaded from the "Grants" section of the Council's website or a form can be requested from the Council's head office at the Grove either in person or via telephone. The completed form should be sent to the Town Clerk - either in hard copy format to the Grove or via email to townclerk@skmtc.org. Any accompanying documentation can be sent in hard copy format or scanned and sent via email.
7. Applications will be considered at the next Grants Committee meeting.

8. Applications must be received at least two weeks before the Grants Committee meeting. The meeting dates can be found on the Council's website or a calendar of meetings can be requested from the Grove.
9. A representative from the organisation applying for a grant will be expected to attend the meeting at which the application is to be considered. If not, the application will be deferred to the next meeting.
10. The Council can only award grants where it has the statutory power(s) to do so.
11. The Council cannot award grants to, or for the sole benefit of, a single individual.
12. If a grant is awarded the organisation is expected to mention South Kirkby and Moorthorpe Town Council in its literature and/or publicity.
13. If a grant is awarded the organisation could be called upon to support civic functions.
14. Grants may be used to complement other sources of funding.
15. The Council expects organisations to make every effort to be self-supporting and will favour applications where other funding/fundraising has at least been sought and/or possibly secured.
16. Grants cannot be used to fund political activities or to support a particular lobbying activity.
17. Retrospective applications for grants are not allowed.
18. If approved, grants are paid either by cheque or via BACS.
19. When the grant monies have been spent then proof of purchase(s) and/or receipt(s) must be supplied to the Town Clerk.
20. The Grants Committee may make suggestions to the applicant towards other sources of funding, where appropriate.

Required Information

- (a) The name and address of the organisation.
- (b) The aims/objectives of the organisation.
- (c) The age of the organisation.

- (d) Details of the membership of the organisation – principally, the number of members resident within the township of South Kirkby and Moorthorpe.
- (e) The grant amount requested and/or details of other requested assistance.
- (f) The intended purpose of the grant and/or other assistance.
- (g) A copy of the organisation's constitution and/or articles of association, where applicable.
- (h) The organisation's registered charity and/or company number, where applicable.
- (i) A copy of the organisation's most recent accounts, where applicable.
- (j) A copy of the organisation's bank statement (within the last 6 months).
- (k) If the organisation is new and recently established then two references (independent of the organisation) should be supplied.
- (l) Details of any other grant applications and/or fundraising activities.
- (m) Confirmation that DBS checks are conducted, where appropriate.
- (n) Any additional information that could assist the application.