



## **Corfe Mullen Town Council**

# **Grants to Local Organisations Policy**

## 1. Introduction

1.1. A grant is any payment made by Corfe Mullen Town Council (the 'Council') to be used by a local organisation for a specific purpose that will benefit the Parish or residents of Corfe Mullen, and which is not directly controlled or administered by the Council. The Council awards grants at its discretion to local organisations that can demonstrate a clear need for financial support where the Parish will benefit by:

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting the Parish of Corfe Mullen in a positive way

## 2. Grant Application Process

2.1. This policy, application form, and any other required forms will be available on the Council website or by request from the Clerk to the Council, who will, upon receipt of all applications after the application deadline date, collate all the necessary information from the applicants ready for presentation and discussion at the appropriate Council meeting(s).

2.2. All questions on the application form should be fully answered and additional information supporting an application should be provided.

2.3. In addition to the application form organisations will be required to provide the following supporting information:

- a copy of their written constitution or details of their aims and purpose
- full details of the project or activity
- demonstrate the grant will be of benefit to the local community within the Parish
- the proportion or number of beneficiaries living in the electoral area,
- demonstrate a clear need for the funding
- a copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan

2.4. All grant applications must be received by **Friday 27 September 2024** for grants to be awarded by **Friday 29 November 2024**.

2.5. The Council will make the decision on which grants to award, and all applicants will be contacted following the Council's decision.

2.6. The Council has a limited budget each year and for the year 2024/25, the total small grants budget is £8,500.

2.7. The Council's Finance & Administration Committee will consider grant applications at their meeting on 8 October 2024 for ratification by the Full Council on 22 October 2024. However, the Committee may consider further applications at other times subject to budget availability.

## 3. Conditions of Funding

3.1. The organisation must be either not-for-profit or charitable. Applications will not be considered from private organisations operated as a business to make a profit or surplus.

3.2. Grants will not be made to individuals.

- 3.3. Grants will not be made retrospectively.
- 3.4. Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.
- 3.5. An organisation should have a bank account in its own name with two authorised representatives as signatories.
- 3.6. The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for, and evidence of expenditure should be supplied to the Council as requested.
- 3.7. Only one application for a grant will be considered from each organisation in any one financial year.
- 3.8. Ongoing commitments to award grants or subsidies in future years will not be made. A new application will be required each year.
- 3.9. Each application will be assessed on its own merits.
- 3.10. The Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Council reserves the right to refuse any grant application that it considers being inappropriate, unethical or against the objectives of the Council.
- 3.11. Any grant must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change in use of the grant monies.
- 3.12. Any unspent grant must be returned to the Council by the end of the financial year in which it was awarded.
- 3.13. The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.
- 3.14. An End of Year Grant to Local Organisation Monitoring Form must be completed no later than 60 days following the end of the financial year it was awarded.
- 3.15. Nothing contained herein shall prevent the Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.



**GRANT TO LOCAL ORGANISATIONS APPLICATION FORM**

Please read the guidance notes before completing the form

1.	Name of organisation	
2.	Name of contact	
3.	Contact Address	
4.	Tel. No	
5.	Email Address	
6.	Address where activities are based <i>if different from contact address</i>	
7.	What area (community) is served?	
8.	Are there any other similar facilities or services provided in the area/district?	
9.	Approximately how many people in Corfe Mullen benefit from and/or attend your organisation/activity?	
10.	How does your organisation/activity benefit the residents of Corfe Mullen?	

11.	Present charges/subscription/fees. Please attach schedule if available.	
12.	Are there any proposals to change or introduce charges, subscriptions or fees? If so, please advise effective dates.	
13.	Details of the project, facilities, or service to be provided and how it will benefit the community:	
14.	a) Proposed starting date of project or acquisition date of equipment.	
	b) Estimated completion date or length of time for the project.	

15.	Please give details of the cost of the project	
16.	Please give details of other grants awarded or applied for.	
17.	Amount of grant requested from Corfe Mullen Town Council	
18.	Any other relevant information <i>continue on a separate sheet if necessary</i>	

**Signed**.....

**Date**.....

Please return your application form to: Corfe Mullen Town Council, Council Office, Towers Way, Corfe Mullen, Wimborne, Dorset BH21 3UA or email [office@corfemullen-tc.gov.uk](mailto:office@corfemullen-tc.gov.uk) enclosing your organisation's latest financial statement. **The deadline for receipt of applications is Friday 27 September 2024.**

## **Guidance Notes for Completing the Grants to Local Organisations Application Form**

1. Not all the questions contained in this application form are relevant to all local organisations or have enough space for adequate explanation. As such, the Council welcomes any supporting information which you believe will better explain and assist your application.
2. If there is insufficient space on any part of the application form, please indicate and attach a separate note.
3. When making your application:  
  
The Council particularly encourages applications for specific one-off costs or projects. However, it may also consider revenue costs except for those which are the responsibility of another local authority, for example, Dorset Council as the Unitary Authority.
4. All applications **must** include:
  - a) A copy of the latest financial statement of the organisation (if applicable showing all general and special balances).
  - b) All applications for grant funding must declare any other grants that have been received in connection with the same application.
5. Requests for grants will only be considered from the following categories:
  - a) A Corfe Mullen-based charity, organisation or association.
  - b) An organisation or association serving the needs of the residents of the Parish of Corfe Mullen.
  - c) An organisation or association serving a specific demographic of the community in the Parish of Corfe Mullen.
  - d) An award of a grant must give direct benefit to all or some of the residents of the Parish of Corfe Mullen, and the size of the grant should be commensurate with the benefit delivered.
  - e) The Council as a body does not affiliate to any political party or religion therefore will not provide grant aid to support any religious group or activity in the village. By law, the Council cannot offer financial assistance to any political party.
6. Applications for grants which do not meet the criteria set out in 5 above may still be considered in certain circumstances where the law allows.
7. You will be informed in writing whether your application has been successful.
8. If you have any queries or wish to discuss the application, please contact the Council Office on 01202 698600 or email [office@corfemullen-tc.gov.uk](mailto:office@corfemullen-tc.gov.uk).



**END OF GRANT TO LOCAL ORGANISATIONS MONITORING FORM**

Name of organisation	
Amount awarded	£

A condition of being awarded a grant, the local organisation is required to provide a report on how the grant was spent and the benefits achieved. Please complete and return this form to the Council Office at the above address at your earliest convenience, no later than 60 days from the end of the financial year it was awarded. If you have any queries about the form, please contact the Council Office.

**Section 1: Spending your grant:**

Please provide details of the activities or items funded by the grant and how the grant was spent. Please do not send receipts with this form.

Item/Activity <i>continue on a separate sheet if necessary</i>	Cost
Total Spent:	



If activities or items detailed above are different in any way from what was stated on the original application form, use the space below to explain the changes.

*Continue on a separate sheet if necessary*

### **Section 2: The benefits of your grant**

Please give details below of the ways in which the grant has been of benefit to the community, or groups the organisation are working with. You can attach an activity report or other supporting information if you wish.

*Continue on a separate sheet if necessary*

Please estimate the following (if applicable):

The average number of people who attended the activity	
The number of volunteers who have helped to deliver the activity	
How many people benefited from the item and/or activity	

### **Section 3: The signed declaration**

I confirm that the details contained in this form are correct and that the Council will keep all financial records and accounts for at least seven years from payment of the grant. The Council understands that this does not release them from any legal responsibility to keep records for longer periods.

Name: \_\_\_\_\_

Position in local organisation \_\_\_\_\_

Contact telephone number or email address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THANK YOU FOR TAKING THE TIME TO COMPLETE THIS FORM. PLEASE RETURN TO THE COUNCIL OFFICE.**

## HOW WE USE YOUR PERSONAL INFORMATION

The information provided by the local organisation will be used by Corfe Mullen Town Council to contact the organisation about the application. The information will not be disclosed to third parties except as described below. The Council may check information provided by the organisation, or information about the organisation provided by a third party, with other information held by the Council. The Council may also obtain information from certain third parties or share your information with them in order to verify its accuracy, prevent or detect crime, protect public funds or where required by law.

For further information, go to the Council's website [www.corfemullen-tc.gov.uk](http://www.corfemullen-tc.gov.uk) or email [office@corfemullen-tc.gov.uk](mailto:office@corfemullen-tc.gov.uk).