



# Corfe Mullen Town Council

## Grants to Local Organisations Policy

### Introduction

A grant is any payment made by the Town Council to be used by an organisation for a specific purpose that will benefit the Parish, or residents of the Parish, 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

**Grants awarded in 2022 will be given priority consideration where applications relate to Platinum Jubilee events and projects during the Platinum Jubilee year.**

### Grant Application Process

1. This policy, application form, and any other required forms will be available on the Town 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.
2. All questions on the application form should be fully answered and additional information supporting an application should be provided.
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,
  - demonstration that the grant will be of benefit to the local community within the Parish,
  - the proportion or number of beneficiaries living in the electoral area,
  - demonstration of a clear need for the funding,
  - a copy of the previous year's accounts or, for new initiatives, a detailed budget, and business plan.
4. All grant applications must be received by **30 September** for grants to be awarded by **30 November**.
5. The Town Council will make the decision on which grants to award, and all applicants will be contacted following the Council's decision.
6. The Council has a limited budget each year and for the year 2022-23, the total small grants budget is £6,000. **The Council has resolved to make a small amount available from its Platinum Jubilee budget to increase the grant funds available, however, this amount has yet to be established.**

7. The Town Council's Finance & Administration Committee will normally consider grant applications in October for ratification at Full Council at the end of October, however, the Committee may consider further applications at other times subject to budget availability.

## **Conditions of Funding**

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.
2. Grants will not be made to individuals.
3. Grants will not be made retrospectively.
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.
5. An organisation should have a bank account in its own name with two authorised representatives required to sign each cheque.
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.
7. Only one application for a grant will be considered from each organisation in any one financial year.
8. Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
9. Each application will be assessed on its own merits.
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 or against the objectives of the Council.
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, and that any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded.
12. The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.
13. 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 ORGANISATION APPLICATION FORM

### *Please Read These Notes Carefully Before Completing the Form*

1. Not all the questions contained in this application form are relevant to all organisations or have enough space for adequate explanation. As such, the Town 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, the Principal 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 aid must declare any other grants that have been received in connection with the same application.
5. Requests for grants will only normally 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 Corfe Mullen.
  - c) An organisation or association serving a specific section of the Corfe Mullen community.
  - d) An award of a grant must give direct benefit to all or some of the residents of Corfe Mullen, and the size of the grant should be commensurate with the benefit delivered.
  - e) The Town 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 Town 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.
9. If you have any queries or wish to discuss the application, please contact the Town Council Office on 01202 698600 or email [office@corfemullen-tc.gov.uk](mailto:office@corfemullen-tc.gov.uk)

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 – <b>please state what/how your project relates to the Platinum Jubilee:</b>	
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 30 September 2022.**