



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 Council Office. Upon receipt of all applications after the application deadline date, the Clerk of the Council will 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. For smaller organisations, the Council may consider awarding a small grant up to £ limit to be determined who may not have all of the supporting information shown in 2.3 above, therefore the following supporting information will be required:

- full details of the project or activity including copies of quotations for services, materials, consumables etc for the project or activity and a copy of proposed publicity promoting project or activity
- demonstrate the grant will be for public benefit within the Parish
- the proportion or number of beneficiaries living in the electoral area
- demonstrate a clear need for the funding

2.5. There will be two rounds of grant funding in the 2025/26 financial year as follows:

- Round 1: Grant applications must be received by Friday 30 June 2025 for grants to be awarded by 31 July 2025.
- Round 2: Grant applications must be received by Friday 3 October 2025 for grants to be awarded by 28 November 2025.

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

- 2.7. The Council has a limited budget each year and for the year 2025/26, the total small grants budget for both rounds is £12,000.
- 2.8. The Council's Finance & Administration Committee will consider grant applications and make recommendations to the Full Council as follows:
- Round 1: At their meeting on 8 July 2025 for ratification by the Full Council on 22 July 2025. Any grants awarded will be paid by 31 July 2025.
 - Round 2: At their meeting on 14 October 2025 for ratification by the Full Council on 28 October 2025. Any grants awarded will be paid by 28 November 2025.
- 2.9. Additional grant applications may be considered by the Council throughout the financial year from 1 April to 31 March, 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 with exception of smaller organisations, where a risk-based approach will be taken by the Council on a case-by-case basis.
- 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 upon request with exception of small organisations, who should supply copies of invoices and/or receipts as evidence of expenditure when completing the End of Year Grant monitoring form.
- 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.