

GRANTS AND DONATIONS POLICY - BEXHILL-ON-SEA TOWN COUNCIL
ADOPTED 18TH AUGUST 2023
REVIEWED 8TH MAY 2024

I. GENERAL

The Council includes in its budget a sum of money in order to award grants to voluntary organisations and community groups that provide benefits for the residents of Bexhill-on-Sea using the power provided by the Local Government Act 1972 s137.

The ensure proper consideration is given to these groups and organisations a completed application form should be submitted to the Clerk to the Council by the closing date that is advertised each year. The following papers must be submitted:

- A completed application form
- An up to date set of accounts
- A constitution or set of rules
- Any additional evidence that the organisation considers will support their application

2. APPLICATIONS WILL BE CONSIDERED UNDER THE FOLLOWING CRITERIA:

- 2.1 Applications will only be considered from constituted voluntary organisations, registered charities or established community groups who have a bank account in the name of the groups and can demonstrate that they have a set of rules which govern their operation, including what happens to funds if they cease to operate.
- 2.2 Applicants must be Bexhill-on-Sea based, or proven to benefit the residents of Bexhill-on-Sea Town Council area.¹
- 2.3 Organisations will need to demonstrate that they are applying for funds to support a specific project and not supporting day to day running costs.
- 2.4 Grant funding budgets for each financial year:
Applications of up to £10,000 are to be considered in January, May and September. Each application can be made up to a value of £10,000.
Smaller grants of up to £1,000 are to be considered at each meeting.
The total grants and donations budget is £42,000.
- 2.5 Bexhill-on-Sea Town Council will assess each application in terms of
 - a) How effectively the group will use the grant
 - b) How well the grant will meet the needs of the community
 - c) Whether the costs are appropriate and realistic
 - d) Level of contributions raised locally
 - e) Whether the applicant could reasonably have been expected to obtain sufficient funding from a more appropriate source
 - f) How the group is managed
 - g) How the grant positively benefits residents residing within the town of Bexhill-on-Sea
 - h) Whether it meets equality social inclusion and community inclusion aims.

¹ Local Government Act 1972 s137

- 2.6 The name of the organisation, the amount applied for and the reason for funding will be placed on a public agenda for consideration by the Council. No personal data will be disclosed. Forms will be shared with Committee members confidentially.
- 2.7 Applicants will be advised of their success or otherwise as soon as practicable after the meeting that the decision has been taken at.
- 2.8 The Town Clerk to highlight to the committee any grant applications that do not meet the policy criteria.

3. FURTHER INFORMATION

- 3.1. Applicants cannot be made retrospectively for projects already completed.
- 3.2. It is expected that grant money will be spent during the year of receipt.
- 3.3. The Council reserves the right to request copies of invoices and/or other documentation as evidence that the expenditure has been incurred.
- 3.4. Successful organisations are required to submit a report within 12 months of the award being made to demonstrate how the funds were expended.
- 3.5. If the organisation dissolves, the Council expects the funds to be reimbursed.
- 3.6. The grant will be repayable to the Council should the project that the grant was granted for not materialise.
- 3.7. There is no restriction to the number of times an organisation may apply for grant funding, however, the history of previous applications will be considered in the decision-making process. Priority will be given to first time applicants who fulfil the criteria.
- 3.8. The giving of grant aid in one year does not set a precedent for another year.
- 3.9. Recognition of the grant from Bexhill-on-Sea Council must be made in any publicity and acknowledged on any letterheads and promotional documents.

4. BEXHILL-ON-SEA TOWN COUNCIL COMMITMENT

- 4.1. Bexhill-on-Sea Town Council acknowledges that new community organisations often have difficulty obtaining funding from other sources and so will give special consideration to applications from such groups.
- 4.2. Bexhill-on-Sea Town Council will publicise the availability of grant aid throughout the town, via the media, websites, publications and posters.
- 4.3. Bexhill-on-Sea Town Council will review the grant aid budget annually as part of the overall budgeting process.
- 4.4. Bexhill-on-Sea Town Council will periodically review the criteria for grant aid awards.

DATE ADOPTED:	18 th August 2021
DATE REVIEWED:	18 th May 2022

DATE REVIEWED:	19 th April 2023
DATE REVIEWED:	24 th May 2023
DATE REVIEWED:	6 th March 2024
DATE REVIEWED:	8 th May 2024