



BURY ST EDMUNDS TOWN COUNCIL

GRANT FUNDING POLICY

Bury St Edmunds Town Council
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Bury St Edmunds, IP33 1NX.

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1. GRANT AID TO LOCAL ORGANISATIONS

- 1.1 Bury St Edmunds Town Council (the “Town Council”) awards “one off” grants to groups and organisations who work in the locality and provide benefits to the Community. Applications will be considered for financial assistance towards a specific project or activities from community associations, cultural, educational, sporting, and charitable organisations, which are non-commercial and whose field of activity or purpose is for the benefit of people in the area covered by Bury St Edmunds Town Council. (NB: It cannot be used for paying the salary of an individual person or for the maintenance or improvement of church premises. The latter is a restriction set in law). Grant funding is believed to be one of the most effective uses of the resources the Town Council has available, and it is intended that grants be awarded in as fair and diverse manner as is possible.
- 1.2 Grants will be awarded on merit and will be considered in context of other extenuating circumstances, such as previous grants or other considerations. The final decision on applications and the level of any grant made lies with the Bury St Edmunds full Town Council.
- 1.3 Bury St Edmunds Town Council defines a voluntary group as a non-profit making organisation, set up and run by a voluntary, unpaid management committee. Some larger charities may be considered for grants if most of their staff are volunteers and only a small number of people are paid to administer them.

2. REVENUE GRANTS (GENERAL GRANTS)

- 2.1 Grants are available to assist with the purchase of equipment or the provision of services. Applicants are expected to appear at the relevant full council meeting to make a short (3-minute) presentation to explain the value of their proposals to members.

Applicants must:

- (a) be ‘not for profit’ organisations. (Individuals can only be considered for sporting and artistic excellence awards, commercial undertakings cannot apply;
- (b) be undertaking work within Bury St Edmunds and must demonstrate a need for the service within the local community;
- (c) have a management committee which is responsible for making sure the organisation carries out its aims and objectives. The management committee should have an agreed constitution or similar;
- (d) normally be seeking funding for a project or event;

- (e) provide detailed accounts, (applications over £1,000 only);
- (f) Have their own bank account in the name of the organisation;
- (g) applicants who are just starting up must submit basic financial information and a projected business plan, as well as meeting the other criteria above.

3. CAPITAL GRANTS

- 3.1 As a rule, the Council will apply a scale of up to one third of costs for projects up to the maximum amount of grant aid of £10,000 with the following priorities. Grants up to £1,000 are exempt from this 'one third' rule.
- (a) Projects for the provision of facilities where none currently exists;
 - (b) Projects for the correction of health and safety failures;
 - (c) Projects for the replacement of provision which has come to the end of its natural life;
 - (d) Projects for the improvement or replacement of existing facilities.
- 3.2 Applicants must show they seek, but not necessarily obtain, funding from other sources and priority will only be given to those who actively seek matched funding. This provision does not apply to grants below or equal to £250. As well as monetary values that count as 'match funding,' volunteer time can also be costed and considered. The Council wants to see how your group/organisation is contributing to the project.
- 3.3 At the discretion of the Council retrospective applications may be considered. This is only done in exceptional circumstances.
- 3.4 Applications for grants are considered on an ongoing basis throughout the year. Applicants should submit an application as soon as they know they wish to seek funding. The Council will review grants awarded for the preceding 12 months at Full Council meetings as an agenda item, in order to look at grants overall, and to examine the required feedback from the group/organisation.
- 3.5 The Town Council is to be given the appropriate publicity by the recipient for its contribution for any award given under this policy including recognition in any publicity in the local media. The Council will require a report to be made to Full Council regarding progress and/or on conclusion of the project.

4. How does the Town Council decide which applications should be successful?

4.1 Every application will be judged on its merits and considered and discussed in detail by the Full Council. The aim is to ensure fairness, inclusiveness, and balance for grants to community groups for the benefit of the people of Bury St Edmunds.

5. How to apply?

5.1 The application form attached to this policy must be completed in all cases and should be sent to Bury St Edmunds Town Council, 79 Whiting Street, Bury St Edmunds, IP33 1NX or email towncouncilmail@burystedmunds-tc.gov.uk

6. Monitoring and Evaluation

6.1 The Council will need to monitor how the money is spent and whether the organisation is doing what it has stated on the grant application form. To do this the Council will ask the organisation to supply a copy of its annual report which will show what has been happening over the last year. The organisation should also submit its annual accounts. If the money cannot be spent for the purpose it was given the grant must be returned to the Council. The Council always has a responsibility to ensure that taxpayers' money is being used properly and that the organisation is being responsibly managed.

Amended & Adopted February 2024