



BURY ST EDMUNDS TOWN COUNCIL

GRANT FUNDING POLICY

Bury St Edmunds Town Council
79 Whiting Street,
Bury St Edmunds, IP33 1NX
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🌐 www.burystedmunds-tc.gov.uk

Adopted: September 2022

Why does the Town Council give grants?

One way in which the Council serves the people of Bury St Edmunds is by assisting in awarding grants to fund groups and organisations which work in the locality, and which provide benefits to the community. Grant funding is believed to be one of the most effective uses of the resources Town Council has available and it is intended that grants be awarded in as fair and diverse a manner as is possible.

1. What funding is available from the Town Council?

- 1.1. Grants are available for 'one-off' awards which can be used to fund an initiative or the start-up costs of an organisation. (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). At Council's discretion, a small amount of funding may be awarded as revenue funding. Grants will be awarded on merit and will be considered in the context of other extenuating circumstances, such as previous grants, or other considerations.
- 1.2. Grants can be made under either of the following categories:
 - 1.2.1. **Grants below or equal to £500**

Groups who apply for a sum equal to or below £500 will be exempt from the requirements for submitting trading accounts and balance sheets as explained in para 3.3.1, but they must still demonstrate the applicant organisation's history of good financial management.
 - 1.2.2. **Grants above £500**

Most applications are for sums under £1,000. Grants above this figure may be considered only if applicants can demonstrate a direct and significant public benefit to the residents of Bury St Edmunds. Such applications will always be considered on a case-by-case basis.
- 1.3. 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 taken into account. The Council wants to see how your group/organisation is contributing to the project.
- 1.4. At the discretion of the Council retrospective applications may be considered. This is only done in exceptional circumstances.
- 1.5. 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.

- 1.6. 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. (See 2.5 above).

2. Who can apply?

- 2.1. Applications will be considered from local groups or organisations which: -
 - 2.1.1. Directly benefit people residents of Bury St Edmunds overall, or for groups whose activities add value to the community.
 - 2.1.2. 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.
 - 2.1.3. Have their own bank account in the name of the organisation.
 - 2.1.4. Are non-profit making.
- 2.2. Awards cannot be granted to applications from individuals or groups which operate exclusively outside the Town.
- 2.3. Applicants must demonstrate a clear need for financial support from the Town Council.
 - 2.3.1. The applicant must submit a full set of trading accounts, including profit and loss and balance sheets for the last financial year, including the existing bank or building society accounts. This evidence must be in an official form recognised by both organisations.
 - 2.3.2. Applicants who are just starting up must submit basic financial information and a projected business plan, as well as meeting the other criteria above.
- 2.4. Applicants must supply evidence and supporting documentation of having sought financial backing (See 2.3; match funding) from other sponsors.
- 2.5. Applications must be made in the name of the organisation to which financial assistance is to be granted and be supported by those persons

authorised for such purposes in the relevant Constitution, Articles of Association or the like.

2.6. Awards are made at the discretion of the full Bury St Edmunds Town Council whose decision is final.

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

3.1. Every application will be judged on its merits and considered and discussed in detail by the relevant committee, within the limits of its delegated authority, or 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.

4. How to apply?

4.1. 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.

4.2. Ideally, applicants should make a short (3-minute) presentation to the Council to explain the details of the project and to take questions from councillors. Groups which fail to attend may have their grant application deferred.

5. Monitoring and Evaluation

5.1. 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 properly managed.

Amended September 2022

**BURY ST EDMUNDS TOWN COUNCIL
GRANT APPLICATION FORM**

PLEASE COMPLETE FULLY IN BLACK INK

Name of Group			
Name of Main Contact			
Position held in Group			
Address for correspondence			
E-mail address			
Telephone: (daytime) (evening)			
Nature of Group [e.g. Management Committee/Sports Club/ Performing Arts/Arts/ Voluntary/specify other]			
When did your Group start?			
Number of members			
Is your Group a Registered Charity? If yes please give Registered Charity Number	Yes/No		
Description of the main activities/services provided?			
How does your organisation encourage diversity and inclusivity? For example, do you have an equality policy? Has your organisation undertaken relevant diversity training?			
Amount of Grant requested			£
Details and amount of matched funding from your group			£
Total cost of project/activity			£
Purpose of project/activity [continue overleaf if necessary]			

Please list details of financial and other supporting documentation attached:

I have read Bury St Edmunds Town Council's Grant Policy and I agree to abide by the terms of the grant and to supply proof as required and of its use within twelve months of receipt.

Signature

Name (PLEASE PRINT)

Position held in the group i.e. Chairman, Secretary etc.

Signature	Date
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