



BURY ST EDMUNDS TOWN COUNCIL

GRANT FUNDING POLICY

Bury St Edmunds Town Council
Town Council Offices, 79 Whiting Street,
Bury St Edmunds, IP33 1NX

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🌐 www.burystedmunds-tc.gov.uk

Adopted: 27 April 2016
Amended: 22 June 2016; 30 November 2016; 29 November 2017
Review date: November 2018
Amended January 2019

1. Why does the Council give grants?

- 1.1. One way in which the Council serves the people of Bury St Edmunds is by assisting in grant funding groups and organisations which work in the area and which benefit the community. It believes this to be one of the most effective uses of the resources it has available.

2. What funding is available from the Council?

- 2.1. Grant funding is available for one-off funding which can be used to fund an initiative or the start-up costs of an organisation but cannot be used for paying the salary of an individual person or for the maintenance or improvement of church premises. At Council's discretion a small amount of funding may be awarded as revenue funding. Grants will be awarded on merit. All grants will be considered in isolation of other extenuating circumstances, such as previous grants, or other considerations. .
- 2.2. Grants can be made under either of the following categories:
 - 2.2.1. 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 in 3.3.1, but they must still demonstrate the applicant organisation's history of good financial management;
 - 2.2.2. Grants above £500
Applications should be 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.
- 2.3. Applicants must 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. It is not only money that counts 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.
- 2.4. At the discretion of the Council retrospective applications may be considered.
- 2.5. 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.
- 2.6. Council is to receive appropriate recognition of its contribution for any award given under this policy including recognition in any publicity in the local media. We will require a report to be made to Full Council regarding progress and/or on conclusion of the project.

3. Who can apply?

- 3.1. Applications will be considered from local groups or organisations which:-
 - 3.1.1. Directly benefit the people who live in Bury St Edmunds;
 - 3.1.2. 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;
 - 3.1.3. Have their own bank account in the name of the organisation;
 - 3.1.4. Are non-profit making.
- 3.2. Awards cannot be granted to applications from individuals.
- 3.3. Applicants must demonstrate a clear need for financial support;
 - 3.3.1. The applicant must submit a full set of trading accounts, including profit and loss and balance sheet for the last financial year, including existing bank/building society account. This should be in an official form recognised by both organisations;
 - 3.3.2. Applicants who are just starting up must submit basic financial information and a projected business plan.
- 3.4. Applicants must supply evidence and supporting documentation of having sought financial backing (See 2.3; match funding) from other sponsors.
- 3.5. 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 and/or the Articles of Association of the association concerned.
- 3.6. Awards are made at the discretion of the full Bury St Edmunds Town Council whose decision is final.

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

- 4.1. Every application will be judged on its own 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 and balance in the awarding of 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, Town Council Offices, 7 Angel Hill, Bury St Edmunds, IP33 1UZ.
- 5.2. Ideally, applicants should make a short (3-minute) presentation to the Council to explain the details of the project and to take questions.

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. In order 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. In the event that the money cannot be spent for the purpose it was given the grant must be returned to the Council.

The Council has a responsibility to ensure that taxpayers' money is being used properly and that the organisation is being properly managed.

Amended January 2019

**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? | | |
| 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 hereby agree to abide by the terms of the grant and to supply proof of its use within twelve months of receipt. | | |
| Signature | | |
| Name (PLEASE PRINT) | | |
| Position held in the group i.e. Chairman, Secretary etc. | | |

