

Grants Policy

1. Introduction

Swaffham Town Council is funded by the local residents of Swaffham and has only limited funds available to distribute in the form of grants. The Council is committed to providing assistance and support to local organisations in Swaffham and is based on the principle of promoting the development of partnerships which encourage and enable local organisations to deliver local projects for the benefit of the residents of Swaffham.

To apply for a grant (or match funding) you must be a charity, community group or local voluntary organisation with a constitution and dedicated bank account, operating or providing a service to the residents of Swaffham.

Commercial organisations can only apply for Sponsorship or Donations towards innovation or events and shall only be considered on the overall benefit to the residents of Swaffham and the Town as a whole.

2. Grants, Sponsorship or Donations (including match funding)

We have four levels of grants, sponsorship, or donation as detailed below; in general, the higher the amount requested, the greater detail required, and greater scrutiny will be applied

up to £500

over £500 and up to £1,000

over £1,000 and up to £3,000

3. Temporary loans (including Prime Pumping money)

We have two levels of Temporary Loans as detailed below; similar supporting information is required for Grants. The loans can be used to cover early expenditure for an event or to bridge an identified cashflow issue.

Up to £500

Over £500 and up to £3,000

***Please note that all Temporary loans must be repaid within the same Financial year that they are paid out.**

4. Application Dates

The annual budget is £3,000 The funding window opens from 1 April to 30 June each year. All applications received will be discussed at the June Finance Full Council Meeting. Only in exceptional circumstances will the council consider an application outside of these dates.

***Please note that any applications submitted without supporting documentation will not be considered.**

Terms and Conditions

In general, the following terms and conditions apply:

- Funding will be given on a need basis, merit of the event/project and overall benefit to the local community.
- Applicants must clearly show how any assistance given will benefit the people living in Swaffham or the environment of Swaffham.
- Funding will normally only be awarded depending on the Council's budget allocation or reserves held (for Capital or Revenue Projects or Community Events) and may be subject to constraint.
- Funding cannot be used towards general running costs, routine maintenance, salaries, or hospitality.
- All funding given will be subject to monitoring and evaluation of the outcome of the application, organisations may be invited to come and speak at a Council meeting.
- Organisations should not make a presumption that any awarded funding will continue, on a 'year to year' basis.
- All projects must acknowledge Swaffham Town Council's financial contribution in all marketing material and the Town Council logo will be made available for inclusion for such purposes.
- Without a completed application form and accompanying supporting documents, applications will be rejected.
- No Grant funding is available to contribute to a surplus for charitable distribution, to increase an organisation's reserves or increase the profits of a fundraising event of any type.
- A fundraising event may be sponsored by the Council for a specific purpose; or the Council may choose to give a one-off donation towards a cause that benefits the wider community of Swaffham.
- Swaffham Town Council will not accept applications to fund individuals, organisations involved in party political activities, or bodies who may pass grant monies onto a third party. Please note that the aforementioned list is not exhaustive.
- Applications from organisations with substantial unallocated resources (reserves) will not be considered a priority for funding.
- Applicants agree to abide by these general principles when submitting an application and are to accept that the Swaffham Town Council reserves the right to impose additional conditions if appropriate.

5. Monitoring and Evaluation

For all applications above £500 each applicant must provide evidence of how any previous grant money from the council has been spent.

Applicants will be required within six months of receiving a grant to provide details of what the impact of receiving a grant has been on their project or event. This will include the requirement to provide a written report and when requested make a presentation to the Council. In general, the larger the grant awarded the greater the detail required.

6. Decision Making Process

All grants' applications submitted will be evaluated on merit by the Town Clerk or designated member of staff and Town Councillors. The Full Council Finance will make the final decision (at the June Full Finance Council Meeting) based upon the information placed before them (on merit).

Decisions will be made in line with Swaffham Town Council's agreed 'Financial Regulations', financial constraints and the general principles adopted within the Council's annual Budget.

- The Town Council prefers the payment of grants to be made by electronic transfer (BACS). Cheques can be written out if agreed in advance with the recipient organisation.
- Grants should be spent for the purposes stated on the application only.
- Swaffham Town Council reserves the right to recall any grant given to an organisation which ceases to operate during the financial year for which the grant has been given.
- The Council reserves the right to request a copy of invoices/receipts as evidence that expenditure has been incurred and under spends may need to be returned
- The Council will request as standard your organisation's latest bank statement, audited accounts, and balance sheet, also an estimate of the income and expenditure for the current year.

Section 1: Organisation

Organisation:	
Primary contact name:	
Position (within applicant organisation):	
Contact address:	
	Postcode:
Telephone Number (Day):	(Night):
Email address:	
Date of submission:	

Section 2: Details of Organisation

Brief description of your organisation's aims:	
How long has it been in existence?	Is it run by a committee?
If yes, how many committee members?	Can anyone join?
If not, what are the restrictions?	
How often do you meet?	Where are meetings held?
How many members do you have?	
What percentage of members live in Swaffham?	

Section 3: Organisation's Purpose

Please give us a summary of the activities your organisation has achieved during the last year.
If you are a new organisation, please give us an idea of the activities you wish to undertake:

Describe how the local community benefits from your organisation:

Section 4: Grant Request

Amount requested from the Town Council:

Please give details of what you wish to use the proposed grant award for:
(please use a separate sheet of paper if needed)

Have you received or applied for funding from any other source for this project/purpose?
(please use a separate sheet of paper if needed)

Please give details:

Section 5: Financial Details

Do you receive funding from any other sources and if so from where?

If you have previously received a grant from Swaffham Town Council in the past three years
please give details:

Section 6: Supporting Information

Please tick the following:

I have read and agreed to your terms and policies

I have enclosed the following supporting material:

A constitution or set of rules by which my organisation runs

The latest set of current annual accounts*

Any other supporting information

Provide bank details for payment:

Account Name:

Account Number:

Account Sort Code:

* If you are a new organisation, please include evidence of a planned budget.

Section 7: Policy and Declaration

I declare that, to the best of my knowledge and belief, the information given on this application form and in any supporting material is correct. I understand that you may ask for additional information at any stage of the application process.

Signature:

Name of signatory:

Position in organisation:

Date:

Whoever signs this declaration and takes overall responsibility for this funding on behalf of the group must be 18 years of age or over. Please note that completion of this form does not necessarily mean that a grant application will be successful in part or whole.

Please send completed application forms to:
reception@swaffhamtowncouncil.gov.uk