

## **BROADSTAIRS & ST PETER'S TOWN COUNCIL**

### **CRITERIA FOR THE AWARDING OF GRANTS**

**Revised 14<sup>th</sup> September 2015**

1. Broadstairs & St. Peter's Town Council is funded from the precept charged to residents of Broadstairs & St. Peter's and therefore only allocates grants that benefit the residents of Broadstairs & St. Peter's.
2. In order for the Town Council to be able to assess applications rationally and objectively, it is both necessary and helpful to assess all applications against a range of criteria. These are designed to be a general indication of acceptability but are not exclusive and can be flexibly applied.
3. Grants are divided into two categories: small (up to £2,000.00), and all others (£2,000.01 and above). Small grants may be decided under delegated powers, in accordance with the Council's policies.
4. The Town Council's grant-making policy is based on the principle of promoting partnerships which encourage and enable local organisations to deliver projects that benefit the residents and promote Broadstairs and St. Peter's.
  - 4.1 Grants will be awarded on the basis of need, merit and contribution to the local community.
  - 4.2 Applicants must clearly show how any grant will benefit the residents, town and environment of Broadstairs and St. Peter's.
  - 4.3 Any grants will be subject to monitoring and evaluation of the outcome of the purpose for which the grant was awarded.
  - 4.4 Organisations should not make a presumption that funding will continue on a year-by-year basis [and note point 5.5 below].
5. General Conditions:
  - 5.1 The application form must be properly completed and the documents specified in the form must be provided.
  - 5.2 All projects must acknowledge the Town Council's financial contribution in any publicity or publications.
  - 5.3 No funding shall contribute to a surplus for charitable donations or to increase an organisation's reserves.
  - 5.4 Organisations are required to provide evidence of how previous monies awarded by the Town Council have been spent before they receive any further grant and may be required to conduct research into the value provided by the event.

5.5 In addition to following their own constitution, organisations must be open, honest and fair in their dealings with all stakeholders. Funding may be withdrawn if legitimate concerns in relation to these points have been raised and cannot be resolved to the satisfaction of the Town Council.

6. No Awards will be made:

- 6.1 where spending has taken place prior to approval;
- 6.2 for general routine maintenance of buildings and equipment;
- 6.3 for organisations to pass monies on;
- 6.4 to organisations that hold surplus funds that are not being used for general operation or delivery of the project;
- 6.5 to organisations that have not tried to raise other funds;
- 6.6 in respect of an application received after the date for submission of applications, except where in the reasonable opinion of the decision-maker there are the most exceptional circumstances and these have been adequately supported by evidence;
- 6.7 as an underwrite: funds for additional costs not anticipated in the original application will only be awarded in exceptional circumstances.

7. Organisations must:

- 7.1 where a grant is required, be able to demonstrate clear plans for the expenditure of the grant;
- 7.2 have clear plans for raising the balance of the finance needed;
- 7.3 show how grant money has been spent (receipts etc);
- 7.4 show copies of their most recent related financial accounts.

8. Eligibility for grants. No grants will be awarded to:

- 8.1 Individuals;
- 8.2 Organisations involved in political activities;
- 8.3 Profit-making companies, unless they are Community Interest Companies;
- 8.4 Statutory bodies;
- 8.5 Religious groups that only assist their own adherents or that promote a particular religion above others (we welcome applications from religious or faith groups for projects that benefit the wider community).

9 Grants made using funds received from Thanet District Council for that purpose will be allocated in accordance with Thanet District Council's restrictions on the use of those funds.