



BROADSTAIRS & ST. PETER'S
TOWN COUNCIL

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CRITERIA FOR THE AWARDING OF GRANTS

Reviewed and agreed 9 December 2024

Broadstairs & St. Peter's Town Council is funded from the council tax collected from residents of Broadstairs & St. Peter's and therefore only allocates grants or sponsorship that benefit the residents of Broadstairs & St. Peter's.

In order for the Town Council to be able to assess applications objectively, it is both necessary and helpful to assess all applications against a range of criteria and the completed application form.

Grants can be provided to sponsor events and/or to support groups and organisations with project funding. A different application form is used for each.

The Town Council's grant-making and sponsorship policy is based on the principle of promoting partnerships which encourage and enable local organisations to deliver projects and events that benefit the residents and promote Broadstairs and St. Peter's. All applications need to align with the Town Council's vision of a Cleaner, Safer, Kinder Broadstairs and St Peter's and should meet the criteria set out below.

Criteria:

1. Community Benefit:

- 1.1 All grant and sponsorship applications must clearly show how the money will benefit the residents, town and environment of Broadstairs and St. Peter's.
- 1.2 Grants and sponsorship will be awarded on the basis of need, merit and contribution to the local community.

2. Eligibility

- 2.1 No grants or sponsorship will be awarded to:
 - a. Individuals: or projects where the applicant stands to gain financially
 - b. Organisations involved in political activities.
 - c. Profit-making companies, unless they are Community Interest Companies.
 - d. Statutory bodies for services they should already be providing.
 - e. 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.

- 2.2 Where an application is made for event sponsorship, the event must be:
- a. Open to the public
 - b. Have public liability insurance of not less than £5million covering the event
 - c. Applicants must be able to evidence that the correct permissions are being sought if the event is to be held on public land
- 2.3. No grant awards or sponsorship will be made:
- a. Where spending has taken place prior to approval
 - b. For general routine maintenance of buildings and equipment
 - c. For organisations to pass monies on
 - d. To organisations that hold surplus funds that are not being used for general operation or delivery of the project
 - e. No funding shall contribute to a surplus for charitable donations or to increase an organisation's reserves
 - f. to groups or organisations that have not tried to raise other funds during the year

However, the Council may choose to use its discretion under exceptional circumstances

3. Application Process:

- 3.1. The application form must be properly completed and the documents specified in the form must be provided.
- 3.2 All applications should:
- a. include copies of their most recent related financial accounts
 - b. show clear plans for raising the balance of the finance needed
 - c. be able to demonstrate clear plans for the expenditure of the grant or sponsorship.
 - d. provide evidence of how previous monies awarded by the Town Council have been spent before they receive any further grant funding (*see point 5.1 below*)
 - e. Include copies of bank statements in the name of the group for the past 12 months.

4. Grant Conditions:

- 4.1 All projects must acknowledge the Town Council's financial contribution in any publicity or publications and include the Broadstairs & St. Peter's Town Council logo, with text below, in all publicity and publications
- 4.2 Organisations should not make a presumption that funding will continue on a year-by-year basis.
- 4.3: Funds for additional costs not anticipated in the original application will only be awarded in exceptional circumstances.
- 4.4 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.

5. Grant and sponsorship monitoring:

- 5.1 Any grants or sponsorship will be subject to monitoring and evaluation, which will cover how the money has been spent and to set out how it has benefited the residents of Broadstairs & St. Peter's. This report should be supported by press reports, feedback or evaluation reports and photographs where possible, to this end a completed monitoring form (available on the Town Council website) will need to be submitted:
 - a. for events, within 3 months of the event being held
 - b. for groups and organisations, by the end of the financial year that the grant was awarded.

- 5.2 Following the submission of the monitoring form, unspent monies may need to be returned to the Town Council, with each case being looked at on its individual merits, with the outcome discussed and agreed at a meeting of the Finance and General Purposes Committee.