

**SNODLAND
TOWN
COUNCIL
GRANT POLICY**

REVIEWED May 2023

Introduction

1. Snodland Town Council sets aside a small sum of money each year to be awarded in grants to organisations for projects that will be of benefit to the residents of our Town. This policy document has been drawn up to demonstrate a fair and transparent process for grant awards.
2. The Council can only award grants using certain legal powers; specific powers allow the Council to provide funding for specific activities or projects which Members feel will be of benefit to the Snodland area.

Applications for Grant Funding

3. To qualify for a grant, an organisation must complete an application form available from the website or by contacting the Council Office. The applicant must be able to demonstrate that any funding provided by the Town Council will be of benefit to the Town of Snodland, or its inhabitants.
4. The Town Council will not normally make grants to organisations outside of the Town unless it can be demonstrated that there are direct benefits to the Town.
5. Applications should be for 'one-off' grants which will not result in recurring expenditure to the Town Council.
6. Other factors that the Town Council will take into account when considering a grant application include;
 - a. Whether the Town Council has the power to make this grant.
 - b. Whether the applicant has demonstrated some degree of fundraising on a "self-help" basis.
 - c. Whether the applicant has applied to other bodies for funding for the same project.
7. Grants will be awarded by resolution of the Policy and Finance Committee and are dependent on the availability of funds and the suitability of the application.
8. Grants will not be made retrospectively and cannot be made to individuals.

Procedure

9. Requests for funding must be made by submission of a completed application sent to the Town Council Offices either by email to enquiries@snodlandcouncil.co.uk or by post to the Council Offices, Waghorn Road, Snodland, Kent. ME6 5BQ.
10. If successful, the grant is made in a single payment.

11. Details of which organisations have received a grant during the year are included in the Policy and Finance report given at the Annual Town Meeting each year.

Terms and conditions

12. The amount of the award will be at the discretion of the Town Council.
13. All applications will be considered on their merits.
14. Grants will be awarded to assist, develop and promote local voluntary and charitable organisations and campaigns, schools and other organisations affording services or benefit to residents of the Town.
15. Grants will not be awarded to individuals or to regional or national charities unless it is for a specific project in the Town or where there will be obvious benefit to the Town.
16. The purpose for which the grant is made must be in the interest of the Town or any part of it or all or some of the inhabitants of the Town. The benefit to the area or inhabitants must be commensurate with the expenditure.
17. Groups from outside the Town who can demonstrate direct benefit to the Town, or its inhabitants, are eligible to apply.
18. The Town Council will take into account any previous grant made to an organisation or group when considering a new application.
19. Grants will not be awarded to or for any commercial venture for private gain.
20. Retrospective applications will not be funded where the expenditure had been made, the project has been carried out or the event has taken place.
21. All grants will be conditional upon submission of audited accounts and/or supporting documentation detailing costs of capital expenditure, project or events for which the funding is being sought.
22. If the grant is put to purposes other than those for which it was awarded without the prior approval of the Town Council, the recipient organisation or group will be required to repay the grant to the Town Council.
23. Organisations are welcome to apply for grants in subsequent financial years, regardless of the outcome of previous applications.
24. Any refusal of a grant application, for whatever reason, is not to be taken as a comment by the Council on the worthiness of the cause or the work of the organisation.

Assessment of Applications

25. How well the grant will meet the needs of the community, providing positive benefit to the inhabitants.
26. Whether the costs are appropriate and realistic.
27. What level of contributions has been, or will be, raised locally.

28. Whether the organisation or group could reasonably have been expected to obtain sufficient funding from another, perhaps more appropriate source.
29. The viability of the project.