



BROADSTAIRS & ST PETER'S TOWN COUNCIL

CRITERIA FOR THE AWARDING OF GRANTS Adopted September 25th 2017

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.

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 for events and/or to support groups and organisations. Grants are sub-divided into two categories: small (up to £2,000.00), and all others (£2,000.01 and above). Small civic grants may be decided under delegated powers, in accordance with the Council's policies.

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. All applications need to comply with the criteria set out below:

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.

Criteria:

1. Community Benefit:

1.1 All grant applications must clearly show how the grant will benefit the residents, town and environment of Broadstairs and St. Peter's.

1.2 Grants will be awarded on the basis of need, merit and contribution to the local community.

2. Eligibility

2.1 No grants will be awarded to:

- a. Individuals;
- b. Organisations involved in political activities;
- c. Profit-making companies, unless they are Community Interest Companies;
- d. Statutory bodies;
- 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 a grant towards an event, all events must be:
- Open to the public
 - Have public liability Insurance of not less than £5million covering the event.
 - 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 will be made:
- Where spending has taken place prior to approval;
 - For general routine maintenance of buildings and equipment;
 - For organisations to pass monies on;
 - To organisations that hold surplus funds that are not being used for general operation or delivery of the project;
 - No funding shall contribute to a surplus for charitable donations or to increase an organisation's reserves.
 - to groups or organisations that have not tried to raise other funds during the year prior to the grant application deadline

3. Application Process:

- 3.1. The application form must be properly completed and the documents specified in the form must be provided.
- 3.2. The application form must be received by the deadline set out on the application form:
- 3.3 All applications should:
- include copies of their most recent related audited financial accounts.
 - show clear plans for raising the balance of the finance needed;
 - be able to demonstrate clear plans for the expenditure of the grant
 - provide evidence of how previous monies awarded by the Town Council have been spent before they receive any further grant funding *(3.3 d will cease to apply from November 2017, see point 5.1 below)*

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



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4.2 Organisations should not make a presumption that funding will continue on a year-by-year basis [note point 5.1 below].

4.3 As an underwrite: 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 Monitoring:

5.1 Any grants will be subject to monitoring and evaluation, which will cover how the grant money has been spent (receipts etc) and to set out how the grant 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 grant 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 grant monitoring form, unspent monies may need to be returned to the Town Council, each case will be looked at on its individual merits, with the outcome discussed and agreed at a meeting of the Finance and General Purposes Committees.