

BEXHILL-ON-SEA TOWN COUNCIL



Figure 1 Bexhill-on-Sea Town Council Flag

GRANTS AND DONATIONS POLICY

ADOPTED: 18TH AUGUST 2023

1. GENERAL

The Council includes in its budget a sum of the money in order to award grants to voluntary organisations and community groups that provide benefits for the residents of Bexhill-on-Sea using the power provided by the Local Government act 1972 s137.

To ensure proper consideration is given to these groups and organisations a completed application form should be submitted to the Clerk to the Council by the closing date that is advertised each year. The following papers must be submitted:

- A completed application form
- An up to date set of accounts
- A constitution or set of rules
- Any additional evidence that the organisation considers will support their application

2. APPLICATIONS WILL BE CONSIDERED UNDER THE FOLLOWING CRITERIA:

2.1 applications will only be considered from the constituted voluntary organisations, registered charities or established community groups who have a bank account in the name of the groups and can demonstrate that they have a set of rules which govern their operation, including what happens to funds if they cease to operate.

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2.2 Applicants must be Bexhill-on-Sea based or proven to benefit the residents of Bexhill-on-Sea Town Council area.

2.3 Organisations will need to demonstrate that they are applying for funds to support a specific project and not supporting a day to day running costs. All grant applicants will be required to provide a breakdown of how the requested funds will be used, and this requirement will be clearly stated on the application form.

2.4 Grant funding budgets for each financial year:

The total grants and donations budget is £42,000, with £24,000 designated for events and £18,000 for other projects.

For event-related applications, the maximum grant available will be £4,000. If an organisation receives funding for an event and applies for the same event the following year, they may be awarded up to 50% of the amount applied for. If they apply again for the same event in the subsequent year, they may receive up to 25% of the amount applied for, subject to a successful application. For applications relating to other types of projects, organisations may apply for a maximum of £1,000 and must also provide a clear breakdown of the intended use of funds.

2.5 Bexhill-on-Sea Town Council will assess each application in terms of

- a) How effectively the group will use the grant
- b) How well the grant will meet the needs of the community
- c) Whether the costs are appropriate and realistic
- d) Level of contributions raised locally
- e) Whether the applicant could reasonably have been expected to obtain sufficient funding from a more appropriate source
- f) How the group is managed
- g) How the grant positively benefits residents residing within the town of Bexhill-on-Sea

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h) Whether it meets equality social inclusion and community inclusion aims

2.6 The name of the organisation, the amount applied for and the reason for funding will be placed on a public agenda for consideration by the Council. No personal data will be disclosed. Forms will be shared with Committee members confidentially.

2.7 Applicants will be advised for their success or otherwise as soon as practicable after the meeting that the decision has been taken at.

2.8 The Town Clerk to highlight to the committee any grant applications that do not meet the policy criteria.

3. FURTHER INFORMATION

3.1 Applications cannot be made retrospectively for projects already completed.

3.2 It is expected that grant money will be spent during twelve calendar months of receipt.

3.3 The Council reserves the right to request copies of invoices and/or documentation as evidence that the expenditure has been incurred.

3.4 Successful organisations are required to submit a report within 12 months of the award being made to demonstrate how the funds were expended.

3.5 If the organisation dissolves, the Council will seek reimbursement

3.6 At the Council's discretion, the grant will be repayable to the Council should the project the grant was granted for not materialise within twelve calendar months of receipt of the grant.

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3.7 There is no restriction to the number of times an organisation may apply for grant funding; however, the history of previous applications will be considered in the decision-making process. Priority will be given to first time applicants who fulfil criteria.

3.8 The giving of grant aid in one year does not set a precedent for another year.

3.9 Recognition of the grant from Bexhill-on-Sea Council must be made in any publicity and acknowledged on any letterheads and promotional documents.

3.10 If applications do not coincide with the policy requirements the application will not make it to the committee meeting.

4. BEXHILL-ON-SEA TOWN COUNCIL COMMITMENT

4.1 Bexhill-on-Sea Town Council acknowledges that new community organisations often have difficulty obtaining funding from other sources and so will give special consideration to applications from such groups.

4.2 Bexhill-on-Sea Town Council will publicise the availability of grant aid throughout the town, via the media, websites, publications and posters.

4.3 Bexhill-on-Sea Town Council will review the grant aid budget annually as part of the overall budgeting process.

4.4 Bexhill-on-Sea Town Council will periodically review the criteria for grant aid awards.

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DATE ADOPTED:	18 th August 2021
DATE REVIEWED:	18 th May 2022
DATE REVIEWED:	19 th April 2023
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DATE REVIEWED:	6 th March 2024
DATE REVIEWED:	8 th May 2024
DATE REVIEWED:	11 th June 2025
DATE REVIEWED:	11 th March 2026