

SMALL GRANTS POLICY

Introduction

Each year Framlingham Town Council awards small grants of money to charities, voluntary organisations and individuals which contribute to the well-being of Framlingham or promote the image of the town.

Small Grant applications are considered by the Finance and HR Committee twice annually in October and February.

Other Grants: Community Infrastructure Levy (CIL) grant applications have a separate policy and application form, and are considered every month by the Development & Strategic Planning Committee

Application Deadlines:

Your application should be submitted to the Town Clerk by 30th September and 31st January

The Aims of the Council's Small Grants policy

- To enable local people to participate in voluntary groups and activities
- To help the Town's voluntary groups to improve effectiveness
- To ensure the provision of services, needed by the Town's residents, via the voluntary sector
- To support organisations which meet the needs of people experiencing social and economic difficulties
- To ensure that there is equality of access and opportunity for all Framlingham residents to the services it provides and funds

General Principles

Funds available are limited - £3000 is available each year. Therefore, local organisations will be prioritised.

County and National charities/organisations, however well deserving, are unlikely to receive grants, unless they can demonstrate that any funds granted would directly benefit Framlingham and its residents.

Types of grant available

In order to allow a wide variety of organisations to benefit from funding, grants will only be given to support specific projects and local fundraising events.

Local community groups may be awarded repeat funding for the same project up to £250.00 per annum.

What will not be funded

Grants will not be awarded for repeat applications from organisations, other than to local voluntary or community groups, for the same project for more than one year, or within two years of a successful application.

Grants will not be awarded to routine running costs.

Eligibility - who can apply?

- Voluntary, not-for-profit, charitable or community groups based, or operating within, the Framlingham Parish
- Who have a constitution or set of rules or equivalent
- Who have a bank or building society account
- Who have independently approved annual accounts
- Who directly benefit the well-being of the Framlingham people or its environment

The Town Council defines a voluntary group as a non-profit making organisation, set up and run by a voluntary, unpaid management committee.

Who cannot apply?

- Individuals
- Organisations involved in party political activities
- Companies who aim to make a profit
- Statutory bodies
- Religious groups
- Bodies to pass on grant funding to others

Details required with the application:

- An outline of the purpose of the grant with details on how the grant will be used
- Likely number of beneficiaries and their age profiles
- The status or type of your organisation or group
- Principal aims and activities of your organisation or group
- Number of volunteers and the number of paid workers
- Estimated **total** cost of the project, together with costs for the purchase of any equipment (net of VAT), and details of any other expenses regardless of whether this is covered by the grant
- The amount of grant requested from the Town Council
- If applicable, an indication of how the remainder of the cost of the project will be funded, and a list of any other grants applied for

Supporting information and documents required

- The most recent copy of your approved accounts.
- Your organisations constitution or set of rules, or annual report, if applicable.

Grants will be assessed using the following criteria:

- If you have received a grant before
- How your group is set up and managed
- The financial need for funding
- What need/demand there is for your project
- Support and involvement for the wider community
- If your project provides value for money for the residents of Framlingham

Application and determination process

Your application form and enclosed documents will be checked by the Town Council Officers to see if it is complete. If your application is not complete you will be asked for the missing information.

The Finance & HR Committee will then:

- Decide whether the application meets the eligibility conditions.
- Decide whether the details received regarding the applicant's finances and the purpose of the grant are adequate.
- You may also be contacted for additional information to support your application.
- Allocate funds as may be decided and are available, between all the eligible applicants and make a recommendation to Full Council for approval at their next meeting.
- Unsuccessful applicants will be notified.

Applicants may ask for advice and discuss their application with the Town Clerk or Chair of the Development & Strategic Planning Committee before submitting their application.

They are also welcome to attend the Finance & HR Committee and full Town Council meetings to make further representation in person if they wish to add to or clarify any details, and are advised to check the website and notice boards for dates/times.

Grant conditions

Grants must only be used for the purpose applied for, and any amount not used must be repaid in full.

Recognition must be given to Framlingham Town Council for any financial contribution given - this should be included on any publicity or advertising, together with the Town Council logo if appropriate.

On completion of your project, or during its delivery if this is likely to be more than six months from the receipt of the grant, a report will be provided to the Town Council to update us on how your project has achieved its aims, including an outline of the benefits to the Framlingham community.

All decisions regarding applications are final and non-negotiable.

Please contact the Town Clerk for any further information:

Mrs Eileen A Coe - Town Clerk / Responsible Finance Officer
01728 720183

Grant Application Forms are available on the www.framlingham.com website

Or from the Town Council Office at:

Framlingham Town Council, 10c Church Street, Framlingham, Suffolk IP13 9BH