



Sawbridgeworth Town Council

POLICY DOCUMENT:

GRANT SCHEME

Review:- February 2028

GUIDANCE NOTES AND CONDITIONS OF FUNDING

Introduction The Town Council wishes to assist local voluntary organisations, with or without charitable status, which provide services to residents within the Civic Parish of Sawbridgeworth.

Please ensure that you read the Guidance Notes and Conditions of Funding before completing the application form. Failure to meet the conditions will mean that your application will be disqualified.

Guidance Notes and Conditions of Funding

1. Grant Applications can only be accepted from organisations that provide a service to the local community or enhance the image and identity of Sawbridgeworth.
2. Grants will normally be given only to individuals and bodies resident in or serving the area of the Civic Parish of Sawbridgeworth. Grants should represent assistance with projects of local use or should be seen to have clear local benefit to the population of Sawbridgeworth.
3. Grants will be given in accordance with the relevant Local Government Acts.
4. Grant applications will, in the case of organisations, normally only be considered when accompanied by one of the following - Audited Accounts, Accounts which have been subjected to independent inspection as required by the Charities Act or, in the case of a newly formed organisation, a case for funding including supporting evidence of fund raising efforts.
5. The scheme provides start-up grants for new organisations as well as grants to organisations already operating.
6. All applicants completing an application form will be deemed to have read and agreed to the requirements outlined in the "Guidance Notes and Conditions of Funding".
7. Applications will not be considered from individuals.
8. Applications will not be considered from organisations intending to support or oppose any particular political party, or to discriminate on the grounds of race, gender, age, sexual orientation or religion.
9. Applications will not be considered from private organisations operated as a business to make a profit or surplus.
10. Applications will not be considered from "upwards funders", i.e. local groups whose fundraising is sent to their central headquarters for redistribution.
11. Applications may be considered from national organisations or local groups with access to funds from national "umbrella" or "parent" organisations, provided funds are not available from their national bodies, or the funds available are inadequate for a specified project.
12. The organisation must have clearly stated aims and objectives set out in writing and endorsed by the governing body.

13. The organisation is required to submit audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous two financial years or, in the case of a newly formed organisation, a comprehensive budget and business plan.
14. The organisation is required to have a bank account in its own name with two authorised representatives required to sign each cheque.
15. Grant applications will be considered on two occasions annually in the first round in a financial year and the second round. The relevant meeting and application dates will be determined for each civic year. **Previous submissions for grants in the first round in a financial year can be revisited during the second round if there is an underspend. Organisations that have applied in the first funding round are eligible to apply for additional funding in the second round, provided there are remaining funds available after considering new applications submitted in the second round.**
16. The Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form.
17. Organisations that receive a grant will be required to acknowledge the Town Council's contribution on all publicity/printed material so as to promote public awareness of the role of the Town Council in promoting the work of voluntary organisations.
18. All applications will be considered on their merits, but it must be fully understood that there is neither a guarantee of a grant or of a continuing grant.
19. Organisations that receive a grant will be required to complete a Monitoring Form not more than six months after the grant is made in order to provide an audit trail of how the grant monies have been spent.
20. The decision by the Town Council in respect of grant applications is final and is not subject to appeal.
21. **The maximum application amount is £500, but the final award will be at the discretion of the members presiding over the grant application process.**

Additional Guidelines & Criteria Priority will be given to those organisations that:

- Serve the people of Sawbridgeworth.
- Provide a benefit for the community that goes beyond merely progressing the interest of its members.
- Have made an effort to raise funds themselves and have not asked for the total cost of the project.
- Do not already have sufficient funds available for the project.
- Would give benefit to the greatest number and range of Sawbridgeworth town residents.
- Show a commitment to sustainability.

Christopher Hunt Town Clerk Sawbridgeworth Town Council