

Winterton Town Council

Grants and Donations Policy

Applications for a Grant/Donation will be considered by Winterton Town Council at Town Council meetings.

1. Eligible Applicants

The following groups/organisations may apply:

- Registered Charities
- Non-profit making organisations
- Community Groups

The scheme is for groups from within the town of Winterton, however applications will be considered from groups outside of the town if they can demonstrate that there is a direct benefit to the residents of Winterton.

2. When to Apply

Groups can apply once per financial year but may bid for a number of elements of a project in one application. Applications will be considered at the next scheduled Town Council meeting

Groups may apply for an annual grant – *see section 7*

3. Grant/Donation Amount

Applications for revenue projects can be submitted up to the value of £500.00

Applications for capital projects can be submitted up to the value of £1000.00

4. How to apply

Application forms can be downloaded from the council website site www.wintertoncouncil.co.uk or requested from the council office.

Applications must be submitted with the following documents:

- A copy of the most recent audited accounts, including an up to date balance sheet
- A copy of the constitution or rules of the group
- Proof that the group has a bank account with two not related signatories.

5. Decision Making Process

All applications will be considered at Winterton Town Council meetings.

When considering an application, the Council will consider

- *Budget availability*
- *Location of Group/Organisation*
- *The number of residents that will benefit from the Grant/Donations*
- *Impact/Benefit to the local community*
- *Previous Grant/Donations awarded in the past 3 years.*
- *How active the applicant has been in raising its own funds towards the project or expenditure.*
- *How the applicant intends to publicly acknowledge and promote the grant from Winterton Town Council.*

6. Notification

All applicants will be notified within 2 weeks of the Town Council meeting on the decision. All Grants/Donations awarded will be paid directly into the organisations Bank Account using the BACs system within 1 month of the decision being made and evidence of expenditure, where applicable.

Any groups/organisations whose application was declined can re-apply once the requirements have been met. If the application was declined due to available budget, then the application may be submitted at the start of the new financial year.

7. Annual Grants/Donations

Groups/Organisations may apply for an Annual Grant using the same application method.