



GRANTS POLICY

Cranbrook Town Council is committed to supporting and strengthening the community groups which help to make a positive difference to Cranbrook as a place to live and work.

At the discretion of the Town Council, grants are awarded to appropriate community organisations who demonstrate a clear need for financial support and contribute towards the vision and aims for Cranbrook.

The Town Council will support community groups based in the town who seek to develop joint community-based links with surrounding communities.

The Council's Finance and Personnel Committee has delegated authority to make decisions on grant applications in accordance with the Council's Grants Policy.

Our Vision and Aims

We see Cranbrook Town Council as a modern organisation which strives to be open to all, transparent and responsive. We pride ourselves in working with and for people to help create a place where everyone feels part of a strong, prosperous and vibrant community. We want Cranbrook to be a safe, clean and green environment where everyone is proud to live and bring up their families.

Requirements for Grant Applications

Organisations applying for a grant must be not-for-profit or have charitable status.

Applications should not normally be retrospective.

Where possible the Town Council would expect any applicant to demonstrate how financial sustainability can be achieved.

The Finance and Personnel Committee will consider each grant application on its merits.

Applicants may seek a meeting with the Town Council to discuss the application prior to commencing the formal grants process.

The Town Council must be credited in any publicity arising from the award of a grant.

Process

1. The grants budget is set annually as part of the general budget setting process.
2. Subject to funds being available, applications may be made throughout the year.

3. The Finance and Personnel Committee will consider any applications received at the next available meeting (dates of meetings are published on the Town Council's website at www.cranbrooktowncouncil.gov.uk/meetings).
4. Applicants may attend the Finance and Personnel Committee meeting to speak in support of their application and answer questions.
5. The scheme and any relevant deadlines will be publicised through the Town Council's website and other channels.
6. Applicants must complete the application form (available to download from the website) and return it to the Town Clerk.
7. Organisations will be required to provide a copy of their previous year's accounts or, for new initiatives, a budget forecast.
8. All applicants will be advised within two weeks of a decision.
9. Any decision made is final.
10. Successful applicants are required to complete a grants feedback questionnaire (available to download from the website at <https://www.cranbrooktowncouncil.gov.uk/grants-policy/>) no later than six months after the award.

Retention of Assets

Applicants without a constitution

If the applicant does not have a formal constitution the Council will retain ownership of the relevant asset(s) which will be made available to the applicant on a lease basis.

Applicants with a constitution

A copy of the constitution will be required with the application to enable a review of the dissolution clauses (if any).

Repayment of Grants

Any funds awarded by the Council under this policy are only to be used for the purpose stated in the application form. Any deviation from this purpose or the failure to produce relevant evidence under point 10 above will result in the funds being immediately repayable to the Council. The organisation seeking a grant may re-apply.

Cranbrook Town Council

Date of Approval: 11 November 2019

Date of Review: November 2020