



## **GRANTS POLICY**

### **General Principles**

Cranbrook Town Council has a responsibility to manage public money in an open and transparent fashion. Any grants considered under this policy will be available for public scrutiny and will be considered within the public part of the Committee agenda.

This policy and its associated governance will apply to applications made under the Council's grants scheme and will also apply to any disbursement by the Town Council of grant funding obtained by the Council from an external funding source.

The Council's Finance and Personnel Committee has delegated authority to make decisions on grant applications in accordance with the Council's Grants Policy. Each application will be considered on its merits.

The 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 groups who demonstrate a clear need for financial support and contribute towards the vision and aims for Cranbrook.

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

Grants will not be awarded to individuals.

Grant payments will not be made to personal bank accounts.

### **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**

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

Applications will not be retrospective.

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

Groups are not limited to one grant application per annum.

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 Council or the Finance and Personnel Committee will consider applications at the next available meeting (dates of meetings are published on the Town Council's website at [www.cranbrooktowncouncil.gov.uk/meetings](http://www.cranbrooktowncouncil.gov.uk/meetings)). Where there is a case to consider the application as a matter of urgency the decision will be delegated to the Clerk in conjunction with the Chair and Deputy Chair of the Finance and Personnel Committee.
4. Applicants are encouraged to attend the 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. Groups 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 the decision being made.
9. Any decision made is final.
10. Successful applicants are required to provide evidence of how the grant is used. This will normally be by the prompt submission of copy invoices or receipts.
11. Successful applicants are also required to complete a grants feedback questionnaire (available to download from the website at <https://www.cranbrooktowncouncil.gov.uk/grants-policy/>) as soon as practicable after the grant funding is used and no later than six months after the award.
12. Failure to provide evidence at item 10 above or submit the feedback at item 11 above will necessitate repayment of the grant.

## **Ownership of Assets**

### **Groups without a constitution**

If the community group does not have a formal constitution the Council will retain ownership of any asset obtained with grant funding which will be made available to the group on a lease basis.

### **Groups with a constitution**

A copy of the constitution will be required with the application to enable a review of the dissolution clauses. Where no dissolution clause is available any asset obtained with grant funding will remain the property of the Town Council and will be made available to the group on a lease basis. The Town Council may decide to also apply this condition if dissolution clauses are provided.

### **Groups without a bank account**

The Council is conscious that some groups do not have in place a formal constitution and group banking arrangements. The Council is usually able to offer financial support through its grants scheme by making payments for equipment or hall hire direct to the supplier.

### **Repayment of grants**

Any funds awarded by the Council under this policy are only to be used for the purpose for which the grant is made. Any deviation from this purpose or the failure to produce relevant evidence 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: 17 January 2022

Date of Review: January 2023